

Minutes of the President's Cabinet Meeting

Monday, January 14, 2008

The President's Cabinet met at 9:00 a.m. on Monday, January 14, 2008, in the President's Conference Room. Present: President Randy Pierce, VP Virginia Carson, VP Ron Shade, outgoing VP Wilbur Shuler, Incoming VP Rob Whitaker, IE Fitzpatrick Anyanwu, Christin Davis (for CR Dana Davis), Budget Director Rhonda Twyman-Green, Director of Daily Operations Carolyn Hamrick, PP Phillip Kimsey, Incoming Interim Director of Advancement Mary Norton, CIO Jeff Patty, HR Ken Reaves, and AO Judy Taylor.

Absent: SACS Committee Chair Laura Musselwhite.

Dr. Pierce opened the meeting with introductions of the Rob Whitaker, VP for Finance and Administration, and Christin Davis, Publications Assistant in the College Relations Office. He made the announcement that Judy Taylor will be leaving the 17th and Dr. Shuler the end of the month. Mary Norton will be Interim Director of Advancement.

Old Business

RIFF/Heritage Hall

The Rome International Film Festival committee will be moving into temporary quarters in the projection room at Heritage Hall. Judy Taylor and Chris Davis will work on a general e-mail announcement to the college community. This will be announced at the Council meeting this afternoon. Judy suggested that once the internal community is informed, perhaps it would be good to release an announcement publicly to the Rome community.

Phillip Kimsey discussed installing a sound buffer in the open space overlooking the Centre Stage auditorium. RIFF would be willing to pay the expense. There was a discussion concerning options. Phillip will prepare some pricing.

Rob Whitaker is working on a revised MOU which he will get to the committee this week. The MOU will include any pricing for long-distance telephone service.

New Business

College Catalogs

The supply of current college catalogs is nearly exhausted. On Dana Davis' behalf, Chris Davis presented options for meeting the need for catalogs, as follows: 1) print additional current catalogs, 2) increase the quantity next year (CR would need to know how many), 3) send people directly to the website

(catalog on-line), or 4) include any key issues in a college view book which is currently being edited (this option would depend on funding.) Any changes which have occurred would likely require a reprint.

Dr. Carson responded that there have been major changes, which will require a new cycle. A discussion followed. Dr. Carson will work with College Relations regarding this.

Other

Dr. Pierce:

- The master planning process for the Cartersville Campus is on-going. He discussed possible scenarios for the planning and land development.
- The upcoming "Heart of the Community" awards and recognition dinner will be held in February. Willis Potts is one of the recipients.
- He has notified Steve Dougherty at North Metro Technical College that Georgia Highlands will be leaving after summer semester. Dr. Pierce stated that this is a positive move for North Metro Technical College, which has experienced increased enrollment and needs the space. This is an opportunity for Georgia Highlands to move the programs to locations where there would be additional space. Dr. Pierce has made a request to Wellstar to move the nursing program there; however, he has not received a response.

Dr. Carson:

- The "Early Intervention Project," implemented fall semester and designed to address students' academic status, has been a positive move for the institution. Dr. Carson's assessment is that, over time, the efforts will be able to impact the lives of a number of students. She distributed copies of the fall data (see attached.) She expressed her appreciation to financial aid, most particularly Donna Childres, the counseling office, Carolyn Hamrick, Laura Ralston, Jed Gillespie, and Diane Langston for their part in the project.
- Dr. Carson briefly discussed hiring, capacity, and funding and its impact on hiring.
- Elaborating on Dr. Pierce's announcement concerning North Metro, Dr. Carson stated that students will be accommodated at Cartersville and Marietta. There is adequate space for all of the students at Marietta. As has been the trend in the past, few courses have been offered at North Metro in the summer; therefore, it is anticipated that there will only be a few students at Acworth this summer. There are plans for organizing transitional leadership. There needs to be an event to close out at Acworth.

Rob Whitaker:

- Rob opened by thanking everyone for their hospitality for the last week and a half.

- The P-card audit went very well. The college received a ranking of 8 out of a possible 10. The auditor commented that this is the third best he had reviewed. In order that new policies are emphasized, there will be on going refresher training for everyone who has a p-card as well as those who approve statements as budget managers.
- The college's budget hearing date has been set for Thursday, February 28, 9:00-10:00 a.m. This can be changed if needed. The system office is asking that we provide additional data. **The minutes are updated to reflect that the date and time was changed to Thursday, February 21, 11:00 a.m.-12:00 p.m.**
- He will be meeting with his staff over the next couple of weeks concerning the vice presidential transition.

Phillip Kimsey:

- The USG is offering an energy-saving sustainability program whereby they will fund projects based on pay-back criteria. He plans to submit two projects, the first being installation of a time clock on the air handling units throughout the buildings. The air handling units will shut off at 11 p.m. and will start up again at 4:00 a.m. This will result in a savings of \$9,000 per year on utilities. The second project will be to replace the lights in the library. There has been discussion concerning doing some renovation in the library through the MRR in 2009. The energy savings would be \$4,000 per year; however, this has an eleven-year simple payback and may not make their list.
- He has met with the Capitol Improvements Committee last week and discussed several issues. There is a list of projects for MRR, and he knows where he wants to go in 2009; however, some decisions need to be made concerning some items, specifically the chemistry lab in Cartersville. This needs to be submitted at the end of March; therefore, Phillip needs to know sometime in mid-February where the college is headed with this so he can prepare documentation for the MRR for next year. Dr. Carson added background information regarding the request for approval to add a chemistry requirement for nursing students, which would further necessitate the addition of a chemistry lab at that location to support the number of students who desire to major in nursing.
- The a/c unit and ductwork has been installed in the Towerview Dining Room. The ac/hv work in the President's Conference Room, installing the unit on the roof, will begin tomorrow. Installation of the epoxy flooring in the Lakeview Auditorium will also begin tomorrow. Bids are in on the AC/HV for the second floor of Heritage Hall.

Rhonda reported that the PeopleSoft Financial upgrade will go on line in September or October. The training dates have been moved.

Dr. Shade gave a positive report concerning registration and orientations for spring semester (see attached.) Dr. Pierce suggested asking a committee to look at ways to increase enrollment at the Floyd Campus.

This is Gail Campbell's last week as Assistant Director of Financial Aid. She has accepted the position of Enrollment Manager at one of the campuses of West Central Technical College. The process to find a replacement for Tess Womack at Cartersville is in the final stages.

Today is Club and Organization Awareness Day.

Chris Davis thanked everyone for making her feel welcome and asked everyone to let her know how she can help.

Ken Reaves reminded everyone concerning Six Sigma Training enrollment and asked the Cabinet to encourage their staff to enroll. A few people have signed up already. Dr. Carson added that the college is negotiating with Southern Poly to conduct white belt training for the entire Instructional Council, possibly at Southern Poly.

Judy Taylor reported that she is preparing the Foundation annual report for CY 07, which will replace the In Advance newsletter for the winter quarter. It will include a letter from the President of the college, highlights from the Foundation, the financial information from the audit for the year 07, a donor list, a thank you to donors, as well as future projects, including the annual fund and planned giving. It is her hopes that the Advance newsletter will be continued as it goes out to the college's key constituencies and has been well-received. This will go to print before Judy leaves next week. She added that it has been fun and gave an overview of the progress since she came in 1998. She ended with a good-bye. She received an ovation from the Cabinet.

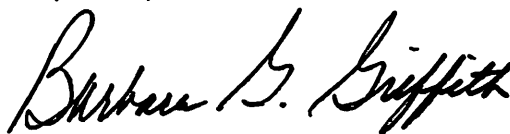
Carolyn Hamrick reported that the new night person, Stacy Baggett, is now on board Monday through Thursday, 4:30 or 5:00 p.m. until approximately 8:00 p.m. and on Saturday morning until 1:00 p.m. They are very pleased.

Dr. Pierce briefly reported concerning discussions at the System Office concerning access in Paulding County.

The Administrative Council will meet at 2:00 p.m. today.

There being no further business, the meeting was adjourned at 10:45 a.m.

Respectfully submitted,

A handwritten signature in black ink, reading "Barbara G. Griffith". The signature is written in a cursive, flowing style.

Barbara G. Griffith
Recording Secretary

Minutes of the President's Cabinet Meeting

Monday, January 28, 2008

The President's Cabinet met at 9:00 a.m. on Monday, January 28, 2008, in the President's Conference Room. Present: President Randy Pierce, VP Virginia Carson, VP Wilbur Shuler, VP Rob Whitaker (replacing Dr. Shuler on January 31), VP Ron Shade, IE Fitzpatrick Anyanwu, CR Dana Davis, Director of Daily Operations/Cartersville Carolyn Hamrick, PP Phillip Kimsey, IT Rob Laltrello (for Jeff Patty), Interim AO Mary Norton, and HR Ken Reaves. Absent: CIO Jeff Patty and SACS Laura Musselwhite.

Old Business

There was no "Old Business."

New Business

Dr. Shade presented the proposal to waive fees for senior citizens who are taking classes and are exempt from tuition (see attached.) This was brought to the attention of the administration at the school by a senior citizen who is a student. There are some requirements by the System over which the school has no control. The proposal is to waive student activities and technology fees. The students would continue to pay course fees for supplies, parking fees, etc. This impacts six to eight senior adults in the current semester.

There was some discussion. Rob Whitaker stated that he would research what other institutions in the System have done. Considerations coming from the discussion were:

1. The policy should not be changed for one person. The college should not waive student activity fees for people who choose not to take advantage of student activity offerings.
2. The technology fee encourages people to use e-mail which is the official means of communication.
3. The fee could be waived now due to the small numbers and reinstated should the numbers increase.

The discussion is summarized with two schools of thought:

1. No fees are waived. These are user fees that should apply.
2. Waive the student activity fee only.

This was a first reading the proposal will be brought back to the Cabinet at the next meeting on February 4.

Other

Dr. Pierce announced that he has been appointed to serve on the Chancellor's Cabinet for the next six months. He asked the Cabinet to let him know if there are any concerns he needs to convey.

Dr. Pierce and Rob Whitaker will be at the System office on Wednesday to meet with the Paulin Consultant Group concerning metro collaboration and where the System needs on-campus teaching sites.

Rob Whitaker announced that the budget hearing date for the college is set for Thursday, February 21. He distributed copies of the memorandum regarding preparation for the budget hearing (see attached.) Rob discussed the attachments: 1) SWOT analysis, 2) Budget Plan Priorities under Strategic Plan (Strategic Model,) and 3) Targeted Enhancements under Strategic Plan. The administrators need to think about the strengths, weaknesses, opportunities, and threats and put more of a budgetary spin on these.

There are two ways that the BOR are going to give the institution money:

- 1) Strategic Model – based upon statistical data (graduation, retention rates, etc.) They will give an estimated number by next Thursday or Friday. He will bring this back to this group to talk about how this Strategic Investment Model money will be spent. The two categories will likely be undergraduate excellence and increased capacity.
- 2) Targeted Enhancements (Competitive Grants) – this is the second bucket of money everybody can apply for through an RFP process.

All pieces are to be linked directly to the USG Strategic Plan. In the second area, increasing enrollment capacity and nursing could be addressed. Additional funding for nursing could be requested and it could be directly related to the economic development piece of the Strategic Plan. He asked the Cabinet to think about these documents and needs. Additional and better data will be available after the CBO/CAO meeting next week.

Dr. Pierce suggested that the VP group meet prior to the mid-year retreat in February in order to discuss how the money would be spent. The SWOT exercise will be done with the Administrative Council at the Retreat.

Rob added that he anticipates receiving a write-up from the shadow budget analyst. Rob needs to respond by the end of January. He will distribute to the Cabinet so that they will respond and give feedback.

Rob's office has advertised the Director of Accounting position. He has received a positive response from three qualified people within the System. He will appoint a search committee and would like to include someone from each division, to get a better perspective from the entire institution. He will

notify the Cabinet members and make a suggestion for a representative from each division and ask for their approval for the person to serve. Dr. Carson suggested three accounting professors who would be qualified to serve. She suggested appointing one division chair that is not associated with accounting.

Ken Reaves distributed a recommendation to raise the work study pay rate to \$7.00 per hour (see attached.) His justification is that minimum wage will go up July of this year and again in July of next year (2009.) This will be a way to spend work study funds. There was some discussion. Dr. Shade commented that it is difficult to compete with the private sector. Hours are limited under work study. He thinks that the college can attract more students by raising the pay. Dr. Shuler added the comment that this should be governed by the appropriateness of the salary rather than the amount of money in the work study fund. The people should be paid a good salary for the services they are rendering. This was a first reading. The proposal will be brought back at the next meeting.

Ken distributed the agenda from last year's mid-year retreat (see attached,) and asked for recommendations for the retreat coming up on February 6.

Dr. Shade distributed an enrollment update (see attached.) Final figures show an increase of over 10% in enrollment and over 12% in credit hours. The Floyd Campus is down about 60 or so from last spring. Cartersville has the largest enrollment increase. The West Georgia is down slightly. There is an increase in duplicated enrollment of over 400. Rob Whitaker requested data for three years, back to 2006, for use with the budget hearing presentation.

Mary Norton announced that she and Judy have been transferring information. She has been putting the information in an organizational structure. Mary met with the Nora Scholarship Committee last week. They want to complete the Nora Scholarship Program by next week. She met with Steve Edwards this morning. Steve is the co-chair of the Legacy Campaign, and is aware of what the Nora Scholarship group is doing. The next step is to get Steve's working team together to begin to work on the advanced and major gifts list. She thanked everyone for their patience.

Dr. Pierce announced that the Director of Advancement position has been advertised through most of the major outlets.

Dr. Anyanwu reported that he completed the IPEDS reports. He will be involved in Six Sigma training on February 6, and will not be able to attend the Retreat.

Dr. Carson announced that Greg Sumner's business won the "Small Business of the Year" award at the Rome Chamber annual dinner. There were a number of nominations for the award. She gave some background on his business. This is a significant win for Greg.

She announced that her office has arranged for Six Sigma white belt training for 30 or so at Marietta. This would be open for first-come-first serve.

Dr. Carson reported that she has two reports due to the System Office this week – one regarding the Regents Test and one regarding a tenure plan.

She announced a major event for the core curriculum revision in Athens next week. She is serving on the Steering Committee and Laura Musselwhite is serving on the Assessment Committee.

Dr. Carson convened a group of people to discuss the issue of the printing of new catalogs. Todd Jones may have located a couple of boxes of 30-35 catalogs each. It is clear that this needs to be addressed, offering the following:

- 1) It is clear that hard copies are needed.
- 2) It is not fruitful to reprint a document that already has changes; therefore there will be a revision. Ken Davis will furnish a cost estimate for this.
- 3) Five thousand copies were printed last time, which was an inadequate amount. There appears to be a price break if a larger number is printed. He is asking for an estimate on 10,000.
- 4) The catalog is in the appropriate format. Much of it is going to be regenerated. There are a few sections requiring revisions.
- 5) Ken Davis got a timeline estimate from the first printer he talked to who said that it is possible to get the catalogs by May, prior to the May and June orientations; however, there is no money in the current budget for the printing. It is a matter for the Cabinet to decide if money will be redirected in the FY08 to pay for the printing.

Dana added that the catalog is printed every other year out of her budget. There was some discussion concerning the estimated cost.

Dr. Carson stated that there some of the factors of the revision were matters that had to be attended regarding the SACS visit, as well as various other things. Down the road, with the curriculum revision, she would estimate that the catalog would need to be printed yearly for awhile.

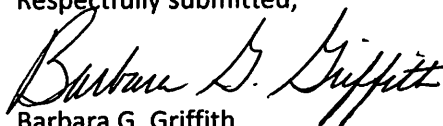
Dr. Pierce told Dana to move forward and talk with Rob Whitaker concerning the money for the printing.

Dr. Piece announced that the college administration has made the decision to leave North Metro Technical College at the end of the summer.

He discussed the master planning process. The plan will not likely be ready before fall.

It was decided that the Administrative Council meeting scheduled in the afternoon would be cancelled.

Respectfully submitted,

A handwritten signature in cursive script, reading "Barbara G. Griffith".

Barbara G. Griffith
Recording Secretary

Minutes of the President's Cabinet Meeting
Monday, February 4, 2008

The President's Cabinet met at 9:00 a.m. on Monday, February 4, 2008, in the President's Conference Room. Present: President Randy Pierce, VP Ron Shade, VP Rob Whitaker, Dr. Rob Page (for VP Virginia Carson,) IE Fitzpatrick Anyanwu, CR Dana Davis, Director of Daily Operations Carolyn Hamrick, PP Phillip Kimsey, Interim AO Mary Norton, CIO Jeff Patty, and HR Ken Reaves. Absent: VP Virginia Carson, Budget Director Rhonda Twyman-Green, and SACS Laura Musselwhite.

Old Business

Senior citizens fee waiver – second reading

Dr. Shade presented the Senior Citizens Fee Waiver Policy, which has been revised based on what seemed to be the consensus from the last President's Cabinet meeting (First Reading) to drop the student activity fee and retain the technology fee (see attached.)

Dr. Pierce stated that senior students who are auditing a class and not receiving credit should be placed in a different category. There was a discussion concerning waiving prerequisites for classes when auditing. It was decided that, for administrative purposes only, a paragraph should be added defining those who want to audit and not receive credit. Auditing would only be allowed on a space-available basis. Availability would not be determined until after drop/add.

The policy was approved with an addendum identifying students who are senior citizens auditing the class and not receiving credit.

Work study rate increase – second reading

Ken referenced the recommendation which was proposed at the last meeting as a first reading (see attached.) There was some discussion for the purpose of clarification. It was decided and made a part of the recommendation that the rate for student assistants would be included in this increase, at the same rate. Each department would need to look at their budget to see if they can absorb the cost this year.

The Cabinet approved the recommendation, as proposed, effective February 9, 2008.

Mid-year retreat agenda

Ken distributed the proposed agenda for the mid-year retreat (see attached.) He asked for the Cabinet to make a recommendation to fill the time slot 11:30 a.m. until 12 noon.

There was a discussion concerning the afternoon discussion regarding the budget and SWOT. Rob will make a 30-minute presentation and then lead the group through a SWOT analysis, which must be

submitted with the budget preparation at the budget hearing on February 21. In the Administrative Council in the afternoon, the Council members will be requested to review the Strategic Plan which was reviewed in the summer 2007.

Ken Reaves will fill in the time slot. The agenda was approved.

Other

Dr. Pierce discussed a request, due February 6, from a state legislator made through the USG and routed to presidents concerning student withdrawal trends. There are a series of questions concerning business practices. Sandie Davis will be requested to furnish information. Dr. Pierce overviewed the information requested.

Rob Whitaker reported that he had a productive meeting last week with administration at Southern Polytechnic State University. He has temporary commitments from them to assist GHC in alleviating space needs.

Phillip Kimsey had an urgent request from the Board of Regents last week for a 2009 MR&R funding. They put together just over \$1M in tentative and preliminary requests.

Mary Norton met with Steve Edwards and set a date in a couple of weeks to pull together his Rome major gifts captains. These are the people who will be moving to the next level of asking with advance as well as major gifts amounts. This process will be done with Danny Gibbs in Cartersville in February. Her goal by the end of February is to have two teams in both Cartersville and Rome with clearly identified individuals from whom they will be asking for major gifts.

She met with the four members of the Nora Scholarship committee last week. Based on feedback from Dr. Carson and Dr. Pierce, they have streamlined their list and they will be making requests for gifts by the end of February. They have a follow-up meeting scheduled.

The Advancement Office is in the process of replacing Kelli Thomas. There are some good candidates for the Director of Advancement position. Dr. Pierce added that there are a couple of outstanding candidates and he hopes to receive additional resumes.

Mary added that there is a lot going on with the Foundation. The Finance Committee met last week concerning the accounting for the Foundation.

Ken Reaves announced that Jenica Paige McFry started today in the HR Office.

Dr. Shade announced that Todd Jones is at the Floyd County Career Academy today. The Alternative Dispute Team is meeting after the Cabinet meeting. He gave some background on the Dispute Resolution Team. Sheryl McKinney, Dr. Bruce Jones, and Ken Reaves serve on the college's team.

He announced that Black History Month will kick-off today with a reading from an African American writer. The first speaker in the speaker series is scheduled for Thursday.

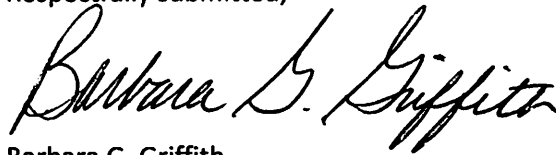
Carolyn Hamrick announced that Phi Theta Kappa has invited Roy Barnes to speak at the PTK celebration in April.

Dr. Rob Page distributed a report regarding performance in selected core classes and the correlation with performance on the Regents Test (see attached.) Dr. Pierce elaborated by sharing concerning a discussion at the recent USG President's meeting.

Dr. Pierce reported briefly concerning the Cartersville Governmental Affairs.

There being no further business, the meeting was adjourned at 11:05 a.m.

Respectfully submitted,

A handwritten signature in black ink, reading "Barbara G. Griffith". The signature is written in a cursive style with a large, stylized initial 'B'.

Barbara G. Griffith
Recording Secretary

Minutes of the President's Cabinet Meeting
Monday, February 18, 2008

The President's Cabinet met at 9:00 a.m. on Monday, February 18, 2008, in the President's Conference Room. Present: President Randy Pierce, VP Virginia Carson, VP Ron Shade, VP Rob Whitaker, IE Fitzpatrick Anyanwu, CR Dana Davis, Director of Daily Operation/Cartersville Carolyn Hamrick, Interim Director of Advancement Mary Norton, and CIO Jeff Patty. Absent: Budget Director Rhonda Twyman-Green, PP Phillip Kimsey, SACS Laura Musselwhite, and HR Ken Reaves.

Old Business

There was no "Old Business."

New Business

Calendar Committee Proposal

Dr. Carson asked the Cabinet to discard the orientation dates which were part of the meeting packet. These requests for approval of the orientation dates were pulled because there is a question concerning the Cartersville availability for two of the dates that were previously screened.

She distributed and discussed the Registration Timelines for Summer 2008 and Fall 2008 (see attached.) The orientation dates were omitted.

She talked briefly about Summer 2008. This was developed by a group including Karen Ingle, Sandie Davis, Donna Childres, and Todd Jones. It was approved electronically by the Calendar Committee. There was some discussion. She noted that the orientation dates will be inserted at a later date.

Dr. Carson then discussed the Fall 2008 timelines. She noted that a lot hinges on the fact that advance registration begins on April 7. This will mean students begin registering for Fall classes and do not pay, therefore remaining on the books. Registration will be on-going August 11-13 with payment due at the time of registration.

The Cabinet approved the timelines. Dr. Carson will make any revisions prior to distribution at Administrative Council in the afternoon.

Information regarding the Acworth transition

Dr. Carson distributed information concerning the Acworth transition (see attached.) She stated that any of this is subject to change, depending on any developments that Rob Whitaker's office is made aware of and information from Phillip Kimsey. The Transition Committee is effectively employing all of

the functional areas of the college. This is very valuable. She commented that this is a good game plan for moving forward.

Rob Whitaker briefly discussed identifying and removing equipment which belongs to Georgia Highlands College. He will keep the Cabinet apprised of this process.

Dr. Carson asked that any suggestions or questions be directed to Brent Griffin, who is overseeing the transition.

The Cabinet required no action.

QEP

Dr. Carson briefly discussed the premise for this item, being the two recommendations from the SACS on-site committee in October regarding the Quality Enhancement Plan (see attached.)

The first recommendation was that the College should prepare a five-year budget plan to support the Quality Enhancement Plan. The College had submitted a one-year plan since the college receives one-year funding from the USG. This was not satisfactory. The Committee wanted the college to commit the resources to make this truly intrinsic to the learning process.

There were suggestions made by the Committee to offer roles, rewards and incentives to faculty and strengthening the professional quality of the program.

There is a March deadline for submitting to SACS the college's response to the recommendation regarding the five-year plan. She proposed the five-year budget plan for the QEP for consideration by the Cabinet (see attached.) She asked that the Cabinet address Year Two through Five. She explained that the increases in cost are due to the increase in enrollment at the college and additional faculty involved with the project over the next four years of the plan. The increases reflect both of those inputs as well as suggestions made by the On-Site Committee.

Following a brief discussion, the Cabinet approved the proposal.

Summer work schedule -- 2008

Dr. Pierce proposed a 4/10 work schedule for the summer commencing on June 9 and ending on August 1 (see attached.) The regular schedule would resume on August 4. There may be some accommodation for some people to report later and work later in the day; however, he stressed that anyone signing off on time sheets is to make sure that employees are working a 40-hour work week. There was some discussion concerning payment deadlines and wipe-outs on Friday. Jeff Patty will check to see if the wipe-outs can be done electronically.

Ken Reaves also recommended that the July Fourth holiday, which falls on Friday, be moved to the winter break in December. Dr. Carson recommended that, in light of this, the Cabinet should look at the 2008 holiday schedule. Dr. Pierce agreed. Barbara Griffith will provide this list for the Administrative Council meeting in the afternoon.

The Cabinet decided to change the beginning date to June 2, unless there is a reason for the June 9 start date.

Ken Reaves will be asked to bring the holiday schedule back to the Cabinet for revision of the July Fourth holiday.

The Cabinet approved the proposal, with the recommendation that the starting date be moved back to June 2. **The minutes are updated to reflect that Ken Reaves agreed to the change to the June 2 start date.**

Dr. Carson added that the University of West Georgia has requested to use a room for a graduate class on Saturday. She will tell them they can be accommodated.

Discussion items for Town Hall Meetings February 19 and 20

Dr. Pierce asked for input regarding the agenda for discussions for the Town Hall meetings on February 19 and 20. It was decided to talk about the recent administrative retreat, the master plan, the transition from Acworth, the budget, as well as any discussions initiated by the faculty and staff.

Rob Whitaker will give a summary of the SWOT analysis and give an update on the status of the process.

The Cabinet approved the items suggested.

Proposed In-Service Date – August 11

On behalf of Ken Reaves, Dr. Pierce proposed that In-Service be held on August 11 (see attached e-mail.) Dr. Carson stated that this would allow faculty to have a week off between summer semester and reporting for fall. There will be an orientation on Saturday, August 9; however, this can be accommodated.

The Cabinet approved the proposed date.

Retreat review and budget hearing presentation

Rob Whitaker distributed the FY 2009 Strategic Planning and Budgeting SWOT analysis which came from the retreat (see attached.) There was some discussion by the Cabinet for clarification for finalization of the document. Rob will solicit further suggestions and will make some minor revisions discussed.

Rob added that, in addition to the analysis, the college is asked to do three additional spreadsheets. He gave a brief description of the spreadsheets. There was a discussion concerning the budget hearing on Thursday.

The Cabinet required no action.

Cell Phone Policy – First Reading

Rob Whitaker stated that the new cell phone policy originated from the p-card audit where the college was asked to furnish a list of people who have cell phones and radios. The audit suggested that there were too many people using college-issued cell phones. Jeff distributed a list of talking points (see attached.) The new policy will allow people to keep their radios; however, the number of cell phones will be limited. A limited number of individuals will be allowed to pay for their personal cell service. Blackberries will stay as is; however, individuals electing to do so will need to pay for their personal use. Individuals who choose not to use their phone for personal calls will need to sign an agreement for auditors. Those who choose to pay for personal service will also sign an agreement.

Jeff and Rob discussed the talking points. Jeff stated that he will contact each individual concerning the service they prefer.

The Cabinet was in agreement with the new direction. Once Jeff has contact everyone concerning their options, he will revise the policy which is already in place.

Other

Dr. Carson reported concerning the USG Core Curriculum retreat. A preliminary set of documents came out of that retreat and are posted on the USG website, using the link, "Strong Foundations." They are soliciting feedback and she encouraged the Cabinet to go to the website and send feedback.

Dr. Carson stated that GHC is very involved with Alverno College, a small liberal arts school in Wisconsin. They are considered the pre-eminent school dealing with assessment and student learning outcomes in the United States. For Georgia Highlands College to be asked to be a part of this cohort is an accolade for us. As a result of its participation, GHC is reviewing its assessment and should be thinking of different ways of doing things. She asked for suggestions concerning different ways to do assessment of student learning outcomes to be sent to her.

Dr. Shade reported concerning the preliminary official spring enrollment of 4252 students (see attached.) This reflects a 10.38% increase over last spring. There was a significant increase in full-time students.

He reported that there were a couple of transfer fairs at the Floyd and Cartersville Campus last week.

Dana reported concerning the emergency contact system. She is working with Jeff Patty and IT concerning this. There was some discussion.

Dr. Pierce reported concerning the Heart of the Community award ceremony in which Regent Potts was named one of the honorees.

Rob Whitaker reported that he had sent an e-mail to Dr. Shade and Howards Brooks concerning a recent incident at Southern Polytechnic State University. Southern Poly sends campus alerts to their students. He talked with Dr. Shade and Howard Brooks about what GHC's responsibility to students at their site to alert them of incidents. Dr. Carson stated that Catherine King's office usually works with Ron Coker's office to share information with the GHC employees there. There are also connections at Carrollton and Acworth. Dr. Pierce responded that Southern Poly should do whatever they have to do to inform our students on their campus rather than taking the time to contact Catherine King. There was discussion as to who at GHC is responsible for that relationship. Dr. Pierce reiterated that he wants GHC students to be notified at the same time Southern Poly students are notified. There was a discussion concerning how to expedite the notification.

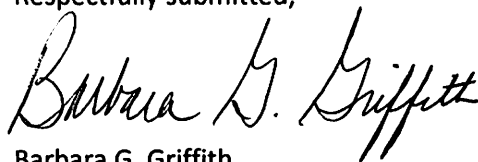
Rob announced that he has offered the Accounting Director position to Jamie Petty. Jamie is at Southern Polytechnic State University. He will start work here on March 1. Rob added that he is very excited.

Dr. Anyanwu reported that he has completed the white and yellow Lean Six Sigma training.

Dr. Pierce announced that he will be attending Chancellor's Cabinet on Monday.

There being no further business, the meeting was adjourned at 10:45 a.m.

Respectfully submitted,

A handwritten signature in black ink, reading "Barbara G. Griffith". The signature is written in a cursive, flowing style.

Barbara G. Griffith
Recording Secretary

Minutes of the President's Cabinet Meeting

Monday, March 3, 2008

The President's Cabinet met at 9:00 a.m. on Monday, March 3, 2008, in the President's Conference Room. Present: President Randy Pierce, Dr. Rob Page (for Dr. Carson), VP Ron Shade, VP Rob Whitaker, IE Fitzpatrick Anyanwu, CR Dana Davis, CIO Jeff Patty, Interim AO Mary Norton, and HR Ken Reaves. Absent: Director of Daily Operations Carolyn Hamrick, and SACS Laura Musselwhite.

Note: Dr. Carson has been appointed Interim President at South Georgia College. Rob Whitaker will represent the Finance and Administration area and its departments; therefore, Rhonda Twyman-Green and Phillip Kimsey will be called to meetings for specific agenda items affecting their area, but are no longer members of the Cabinet.

Dr. Pierce called the meeting to order at 9:10 a.m.

Old Business

There was no "Old Business."

New Business

Orientation Dates

Dr. Page proposed the orientation dates which were deferred from the last Cabinet meeting. All questions have been addressed and all dates now been cleared. There were no changes to the dates. The issue of an orientation scheduled for Saturday prior to In-Service has been cleared.

Dr. Pierce asked if all issues related to the 4/10 summer schedule had been cleared. Rob Whitaker responded that the August 1 wipe-out date noted on the timeline approved at the February 18 meeting (see attached) will not be problematic. He added that there will be certain Fridays that accounting services will need to work during the summer. They have been working with IT to make the wipe-out an automated process; however, the process does not need to be automated every time.

Pre-tenure/Post-tenure Review

Dr. Page discussed the Pre- and Post-tenure Review documents (see attached) have gone through various changes from the document from over a year ago. They have not substantively changed except for what is reported to whom. The purpose was to streamline the documents. This document aligns the process with the tenure process in order to make it more seamless.

This was an informational item and did not require action by the Cabinet.

Emergency operations management meeting report

Dana Davis discussed the report from the meeting on February 20, 2008 (see attached.) She also distributed a copy of a related article from the *Atlanta Journal Constitution*. She stated that Howard Brooks will send an update to the emergency as soon as possible. Rob Whitaker will follow-up with Howard.

Dr. Pierce stated that he would like to know what percentage of student population is on campus and in class on any given day. Jeff Patty responded that he can run a query on this.

There was a brief discussion concerning GHC's responsibility to notify its students taking classes at Southern Poly when there are emergency situations which occur on Southern Polytechnic's campus. Jeff will ask Southern Poly to add GHC students to their emergency system.

This was an informational item. The Cabinet required no action.

Year-end funding list approved by VP Group

Rob presented the list approved by the VP Group (see attached.) The availability of the funds represents growth in enrollment. Rob gave approval to go ahead and spend the approved funds. He added that there will be another sweep. This is being done to prevent a backlog at the end of the fiscal year.

The Cabinet required no action.

Report concerning budget hearing

Rob Whitaker gave a brief, positive report concerning the budget hearing at the USG on February 21. The next step in the budget process is the target enhancement money. Rob will solicit input from the Cabinet.

The Cabinet required no action.

2008 Holiday Schedule – July 4 holiday

Based on the Cabinet approval of the 4/10 work schedule for summer, Ken Reaves proposed moving the July 4 holiday to December 31 (see attached.)

The Cabinet approved the revision.

Other

Rob Whitaker announced that Jamie Petty began work this morning as Director of Accounting. He will be working on a joint staffing agreement on Friday and Saturdays during March with Southern Polytechnic.

There is one vacant part-time position in payroll, which has been stalled in order to look at what is needed.

Dr. Shade announced that today is Spring Advising Daze on the Floyd Campus until 5:00 p.m. Academic Affairs, Financial Aid, and Counseling are involved.

Summer and fall applications are coming in and are being processed. The recruiters are out in the schools.

Dr. Shade and Dr. Pierce were present for the PTK induction which was held on Friday night. The event was well-attended. There were 65 plus students inducted. Dr. Pierce added that he and Dr. Shade were inducted as honorary members. Dana Davis will prepare a news release.

Dr. Shade reported that four of the Student Services Directors completing the Six Sigma Level One. Todd Jones completed Level Two, and Sheryl Ballenger completed the green level (Level Three.) Ken Reaves, Tina Proffitt, Rhonda Twyman-Green, and Cynthia Parker also completed Level Two.

Ken Reaves reported that he was at the BOR on Thursday and Friday reviewing an RFP for shared services for payroll and human services. He discussed the shared services in more detail.

Dr. Anyanwu discussed funding needs in the Institutional Effectiveness and Research Department. There was a discussion. Cabinet had already committed to approve the requests outside of the year-end funding request.

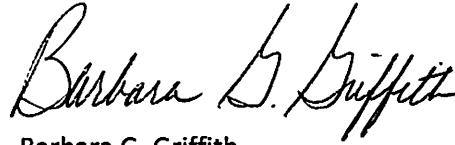
Dana Davis announced that Roger Smith at River City Bank has offered space at the River City Bank for off-site meetings.

Dr. Pierce announced that he and Dana Davis will be going to Washington tomorrow with the Rome Chamber group.

The Administrative Council will meet at 2:00 p.m.

There being no further business, the meeting was adjourned at 10:05 a.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Barbara G. Griffith". The signature is written in black ink and is positioned above the printed name and title.

Barbara G. Griffith
Recording Secretary



OFFICE OF PLANNING AND BUDGET

Sonny Perdue
Governor

Trey Childress
Director

TO: Agency Heads
FROM: Trey Childress *TC*
DATE: March 10, 2008
SUBJECT: Expenditure Restraints

In light of the slowdown in state revenue collections for the current fiscal year, agencies are instructed to take the following actions to limit discretionary spending:

- 1) Restrict hiring for non-critical positions; and
- 2) Reduce discretionary expenditures in travel, contracts, and other areas you deem appropriate.

The State Personnel Administration (SPA), in coordination with Chief Financial Officer and Chief Operating Officer, will establish an approval process for managing hiring. Please watch for guidance from SPA in the coming days.

Agencies are encouraged to establish internal procedures to ensure discretionary spending is contained and to demonstrate savings at the end of the fiscal year. Delays of planned FY 2008 expenses to FY 2009 are not permitted.

We will be monitoring expenditures and movement of funds between object classes on a routine basis. Please be aware that a further slowdown in revenue collections over the next several months could lead to more stringent spending controls. Thank you for your cooperation in this effort.

C: Tommy Hills, CFO
Jim Lientz, COO
Steve Stevenson, Executive Director SPA



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C: Tommy Hills, CFO
Jim Lientz, COO
Steve Stevenson, Executive Director SPA

AN EQUAL OPPORTUNITY EMPLOYER

Minutes of the President's Cabinet Meeting
Monday, March 17, 2008

The President's Cabinet met at 9:00 a.m. on Monday, March 17, 2008, in the President's Conference Room. Present: President Randy Pierce, VP Ron Shade, Interim VP Renva Watterson, VP Rob Whitaker, IE Fitzpatrick Anyanwu, CR Dana Davis, DDO Carolyn Hamrick, SACS Laura Musselwhite, Interim AO Mary Norton, CIO Jeff Patty, and HR Ken Reaves.

Old Business

There was no "Old Business."

New Business

Year-end Memo Review

Rob Whitaker reviewed the year-end purchasing deadlines (see attached.) The memo will be distributed to everyone on all campuses.

The Cabinet required no action.

Discussion of spending memo from Rob Watts

Rob Whitaker discussed the memorandum from OPB regarding expenditure restraints (see attached.) Dr. Pierce stated that the college needs to put everything that is necessary in place. Filling critical positions will be closely reviewed.

The Cabinet required no action.

Summer enrollment update

Dr. Shade distributed and discussed the summer enrollment report as of 3/14/07 (see attached.) Enrollment is ahead of last year. He suggested that the college may want to consider increasing on-line instruction due to gas prices.

There was a brief discussion concerning how this would affect plans regarding e-Core. Dr. Pierce will discuss this issue with Rob Watts in their meeting on March 25.

Staffing updates

He gave an update on recently-filled vacancies in Student Services – Kelli Thomas and Angelica Mosley are now in Financial Aid. Shane Perdue has been hired as Assistant Director in the ACCESS Center. He distributed updated directories for Student Services (see attached.)

The Cabinet required no action.

Other

Dr. Pierce reported that the Director of Advancement Screening Committee will be interviewing the fourth and fifth candidates this week. He hopes to make a decision shortly after these two interviews.

Laura Musselwhite reported that the SACS Follow-Up Report went out last week. There will be no response from SACS until the June meeting where action will be taken concerning the college's reaffirmation.

Laura announced that, prior to her departure, Dr. Carson asked her to review the Policy Manual and add any new policies. She will work on this over the summer.

Dr. Pierce added that he has notified SACS and the Board of Regents regarding Acworth.

Dr. Watterson reported that Academic Affairs is advertising eight positions with a close date of March 31. The search committee chairs have reported that applications are coming in briskly. The search committees are in place with chairs. They are going to conduct a workshop to remind chairs regarding the particulars on how to conduct the searches correctly and efficiently.

Dr. Watterson and Jon Hershey worked on the African-American Male Initiative Project that is one of the strategic initiatives of the Chancellor. Jon attended the workshop a long time ago and brought back a lot of ideas. They have translated this into the grant request for \$28,500. She is hopeful. They should know something within two weeks. This would be a three-year project. The college's commitment is in-kind through release time. Ken Reaves will be Jon's partner in seeing the project through. There are some great pieces which should help to deal with an obvious problem the college was able to prove. She thanks Dr. Anyanwu for helping with this project.

Frank Minor and David Miller are applying for the Georgia Historical Society for the Endowment for the Humanities positions for this summer. This is a landmark grant and the deadline is today.

Jeff Patty reported that IT is finishing wiring the Administration Building soon. This should increase the speed of the network connection in this area. They will move on to the Physical Education Building, Physical Plant, and the Library after this.

Mary Norton reported that Sandra Barker has been hired as Gifts Processor in the Advancement Office, replacing Kelli Thomas. She will start work on March 29 and will have an intense week of orientation with Kelli. She gave some background information on Ms. Barker.

On April 2 and 3, she and Steve Edwards will be in North Carolina to meet someone who has given a \$25,000 gift to the college. They will deliver a framed print as a gift to him.

Now that Rome's major gifts campaign has been launched, the major gifts will be launched in Cartersville.

Dr. Pierce briefly mentioned another gift which has been made to the college. More information will be forthcoming.

Dr. Pierce reported that he, Mary, and Renva Watterson will be meeting with a representative from Wellstar to continue discussions concerning the nursing program.

Ken Reaves reported concerning his recent meeting with Dr. Chattopadhyay.

Ken announced that angio screenings will be offered again this year. He distributed a summary of the procedure. They have a tentative date which has not been advertised. There was some discussion.

Carolyn Hamrick asked the Cabinet members to mark their calendars for April 14, when Governor Roy Barnes will speak at the PTK Celebration at the Cartersville Campus. The theme is "The Paradox of Affluence."

Dr. Shade proposed a revised Non-Accredited Home Schooled Student Admissions and Unaccredited High School Policies (see attached), which would make GHC's policy more in line with other USG, state, and private institutions. There was some discussion. Dr. Shade proposed making the decision concerning the revised policies during the recruitment season before people make decisions regarding where they will attend.

This was a first reading. Dr. Pierce asked for a combined policy prior to the second reading.

There will be a professional development session for the Admissions, Registrar, and Financial Aid staff tomorrow. They will focus on issues that are common to these three areas.

Rob Whitaker reported concerning his discussion with Usha Ramashandran. She will continue the \$117,000 in the FY 09 budget that was in the base last year for nursing. There are no concerns beyond next year. There will be a 4% tuition increase to the new cohort as well as the non-guaranteed rate. The catalog has already gone to print; therefore, the change will not be printed. Dr. Pierce suggested developing a phrase for the fall schedule book.

The p-card training is on-going. Training will be continued on a regular basis out of Business and Finance.

Rob is working with Phillip Kimsey regarding scheduling some painting on campus, likely on the weekends and in the evenings. Electrical panels will be replaced, eliminating issues with loss of electricity over the past couple of weeks.

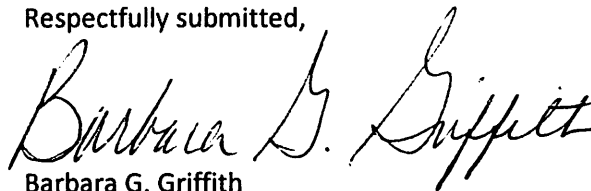
Business and Finance are currently reviewing policies concerning travel advances and cashing checks. Any changes will be discussed in the Cabinet.

Dana reported that Chris Davis has resigned. She is looking at filling the position.

There will be no Administrative Council meeting in the afternoon.

There being no further business, the meeting was adjourned at 10:00 a.m.

Respectfully submitted,

A handwritten signature in black ink, reading "Barbara G. Griffith". The signature is written in a cursive, flowing style with a large initial "B".

Barbara G. Griffith
Recording Secretary

Minutes of the President's Cabinet Meeting

Monday, March 31, 2008

The President's Cabinet met at 9:00 a.m. on Monday, March 31, 2008, in the President's Conference Room. Present: President Randy Pierce, VP Ron Shade, Interim VP Renva Watterson, VP Rob Whitaker, IE Fitzpatrick Anyanwu, Interim Director of Advancement Mary Norton, and CIO Jeff Patty. Todd Jones, Director of Admissions was present for the first item on the agenda. Absent: CR Dana Davis, Director of Daily Operations/Cartersville Carolyn Hamrick, SACS Laura Musselwhite, and HR Ken Reaves.

President Pierce convened the meeting.

Old Business

Non-Accredited Home Schooled or High School Policy

Todd Jones discussed the background of the policy (see attached.) He has looked at policies from other USG institutions and merged the two policies presented at the last meeting. Todd has had inquiries from students from Unity Christian School, which has completed their accreditation visit is awaiting notice of accreditation, and Harvester Christian Academy. They are familiar with the process. There are five or six students waiting to be admitted if the policy changes. Todd will evaluate each portfolio rather than complete a GED. There was some discussion. The third bullet can be revised to read: "State previous freshman class average."

Dr. Anyanwu asked for data regarding the performance of the home schooled students in college.

The Cabinet approved the policy.

Other

There was no other Old Business.

New Business

Summer Enrollment update

Dr. Shade distributed and discussed the update (see attached.) GHC continues to move ahead of this time last year. Todd Jones reported that transient letters are starting to pick up. Summer is driven by current enrollment, so there are positive signs. The Admissions staff is encouraging students to register early and they are seeing results.

Todd exited the meeting.

Critical Hiring process

Rob Whitaker stated that the Governor and the Office of Planning Budget issued an Executive Order last week trying to slow down unnecessary expenditures and trying to create a process where we review our vacancies and fill only critical positions. The BOR of the University System has not been required to fully participate in the critical hiring process as it has been outlined for all other state agencies. We have not been required to submit to the State Personnel Office; however, Rob Watts and the Chancellor has sent a memo to USG institutions saying we should implement our own critical hiring process so that we can document it back to them that we have done it. This critical hire process which is a form and a memo is being implemented starting today for all positions not already advertised (see attached.) The critical hire process must be followed for any positions which have not yet been advertised or if any positions become open after today. He discussed the process and forms in more detail, and will send the forms to everyone in electronic (Excel) format.

Mr. Whitaker further stated that, at this point, he assumes this will remain in effect for the remainder of this fiscal year. This is how this will be approached. It is not known if the process will be continued after this fiscal year. It will depend on how revenue projections will come in.

There was some discussion.

Dr. Pierce stated that this will be taken seriously. All positions not already being advertised will be considered for the critical hire status.

The Cabinet required no action.

Mileage reimbursement rate notice

Vice President Whitaker discussed the mileage reimbursement rate change as an informational item. The rates were changed pursuant to Senate Bill One which allows the reimbursement rate to be set as the IRS approves changes to the rate. The Cabinet should have received the policy memo last week (See attached—not distributed as part of agenda package.) He will discuss the change with the Administrative Council so that the Administrators can go back and review their division budgets to see if it will financially handle the change in the rate. If not, a request should be sent to the President over the next couple of weeks as to how to handle the funding of any needs. The main concern is faculty travel. Beginning April 1, the new rate is \$.505 for use of personal vehicles.

This was an informational item. The Cabinet required no action.

Cell Phone Policy forms

Rob Whitaker discussed the cell phone policy forms (see attached) which completes the policy previously approved by the Cabinet. The purpose of the forms is to document items included in the policy. The payroll deduction will begin at the end of April. Jeff Patty will add the amount to the form. Jeff Patty will also audit the reporting.

There was some discussion.

The Cabinet required no action.

Inauguration at Savannah State University

Dr. Pierce asked if anyone would like to represent the college at the Savannah State University Inauguration on April 25.

The Cabinet required no action.

Study abroad initiatives

Dr. Renva Watterson discussed the study abroad initiatives which have now been reduced from three programs to one. There are 23-25 people signed up for the Italy program under the direction of Erica Simpson and Bruce Jones.

The college is looking at ways to standardize the approach to Study Abroad. This will include looking at business practices, the way decisions are made for programs, the way students are prepared, as well as the way the programs are integrated into the academic arms. The mission of the program is to educate students rather than a tour. A colleague of Dr. Watterson's will be assisting with building the academic side and Rob Whitaker will assist with building the business side.

The Ireland and Bahamas trips have been cancelled. She anticipates a good program on which she will report later. She will also bring back reports concerning the structuring of the overall Study Abroad program.

Jeff Brown will be participating in the Russian study through the European Council. Mary Norton added that Scott Bentley, a Foundation Board member, will be going on the Russian trip.

The Cabinet required no action.

Post-Secondary options

Dr. Watterson discussed GHC's response to Cartersville High School's request to offer studies at the high school. The College will be able to accommodate them and continue that good relationship. Dr. Watterson distributed an update from Carolyn Hamrick (see attached.) The studies will begin in the fall,

and the college has worked out a schedule where they can hold to both the college and high school calendars.

There was some discussion concerning the information contained in the update. Dr. Watterson's final comments were that this is a program worth doing well. The best people will be selected to teach in the program, the best support will be made available, thus bringing the fine Cartersville students to GHC.

Rob Whitaker asked if Board approval is required. The response was no.

Dr. Watterson inquired concerning the liability factor for faculty members while they are teaching at the high school site. Dr. Pierce will talk with Rob Watts.

The Cabinet required no action.

Common core revision progress

Dr. Watterson reported concerning meetings she has attended recently. Core revision is full-steam ahead. There are two basic models being scrutinized. They originated from two committees, one of which Dr. Laura Musselwhite is serving as a member. There is opposition to changing the curriculum as well as another movement where UGA's new core model, which will take effect in fall 2008, is being put out as possibly the third model to study.

Dr. Watterson elaborated in more detail concerning the premise for the revision.

The Cabinet required no action.

First-Year Experience considerations

Dr. Watterson distributed and discussed overviews of three models (see attached.) GHC will be held to a standard of creating and embellishing what we are already doing in terms of first year. This is a strategic initiative. Dr. Watterson discussed the purpose of the first-year experience in more detail.

Dr. Pierce asked if this will be a part of the core curriculum. There was some discussion. Dr. Watterson responded that it could become a part of the core curriculum.

He asked Dr. Anyanwu if there is any way of capturing whether or not a student is first-generation (college student.) Dr. Anyanwu responded that it would need to be included on the application. He commented that it is good information to have when considering this course.

Dr. Anyanwu discussed additional information which is not captured on surveys or the application for admission. There was some discussion. As part of the discussion, Dr. Watterson announced that she

has received preliminary information that the college has been awarded funds for the African-American Male Initiative.

The Cabinet required no action.

Update on eight faculty searches now underway

Dr. Watterson distributed and discussed the update on the faculty searches underway (see attached.) Today is the last day they will be accepting applications.

Academic Affairs will hold possibly two workshops to teach division chairs and search committee chairs about the process. They will be reminded concerning interviewing strategies and identifying the best people. The workshop will also include communication with candidates and applicants from a public relations standpoint.

The Cabinet required no action.

Fall 2007 Student Satisfaction and Climate Survey Results

Dr. Anyanwu reviewed and discussed the fall 2007 Student Satisfaction Survey results, based upon the benchmarks which were set when he arrived in 2006 (see attached.) His assessment is that the results were overall positive. There was some general discussion by the Cabinet. It was suggested that the atmosphere (temperature) of classrooms and learning environment be moved to the section regarding buildings and grounds, since the instructor has no control over this. Dr. Anyanwu responded that the name of the benchmark can be changed. He will look at a way to move this out of the Instruction benchmark, so that a more accurate assessment can be made. Dr. Shade requested feedback concerning the billing/bursar function separated from the financial aid function.

Dr. Anyanwu commented that the fall survey needs to be reviewed again.

He then discussed the Organizational Climate which has to do with the health of the institution – employees' perception, the morale, etc. Dr. Anyanwu made some minor changes to the survey being used when he arrived. The new version will be implemented in fall 2008.

He discussed the feedback concerning the linkage between governance, planning, and budgeting processes. Jeff Patty suggested rephrasing the question(s) so as to ascertain more specific information regarding employees' knowledge and involvement in the process.

Dr. Anyanwu will make the summaries public institution-wide.

The Cabinet required no action.

Other

Dr. Pierce announced that John Southwood, the new advancement officer, will start on April 14 or the Thursday before.

Mary Norton:

Sandra Barker (Gifts Processor) started today. She will be training with Kelli Thomas this week.

David Caswell, a banker in Cartersville, has agreed to be a Foundation board member. She will be putting together a welcome packet for him.

She gave a positive report concerning the USG Gala on Saturday.

Mary, Dr. Pierce, Dr. Watterson, and Dr. Barbara Rees have been visiting the area hospitals asking for support. The college has received the first two gifts from Harbin Clinic and Floyd Medical Center.

This group will have lunch with Wellstar tomorrow.

Mary and Steve Edwards are scheduled to travel to North Carolina on Wednesday to meet with a scholarship donor.

Mary is meeting with someone on April 14 to set up an endowment.

Dr. Pierce:

He will be attending a President's Meeting on Thursday.

Dr. Pierce will be leaving Friday to go to Philadelphia to attend the PTK International Conference on Friday and Saturday and the AACC Annual Meeting on Saturday, Sunday, and Monday.

The College has received a gift of \$50,000 from Cartersville. The donor is interested in endowing a business scholarship for \$40,000 and using the remaining \$10,000 for emergency funds.

Rob Whitaker:

He will be on vacation next week. Jamie Petty will fill in; however, he is available by e-mail. He asked the Cabinet members to let him know if they need anything.

Rob will be in Cartersville all day on Tuesdays.

Dr. Ron Shade:

Interviews are being conducted for the Assistant Director of Financial Aid.

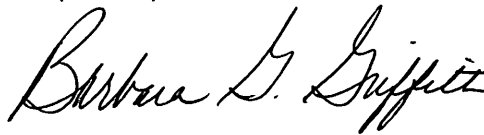
The math department has entered a competition in Gainesville on April 12.

Dana Davis briefly discussed an article about a couple of GHC students which appeared in *The Rome News Tribune*.

Dr. Pierce will attend the Chancellor's Cabinet meeting this afternoon.

There being no further business, the meeting was adjourned at 10:30 a.m.

Respectfully submitted,

A handwritten signature in cursive script, reading "Barbara G. Griffith". The signature is written in black ink and is positioned above the printed name and title.

Barbara G. Griffith
Recording Secretary

Minutes of the President's Cabinet Meeting

Monday, April 21, 2008

The President's Cabinet met at 10:00 a.m. on Monday, April 21, 2008, in the President's Conference Room. Present: President Randy Pierce, VP Ron Shade, Interim VP Renva Watterson, VP Rob Whitaker, IE Fitzpatrick Anyanwu, CR Dana Davis, DDO Carolyn Hamrick, CIO Jeff Patty, HR Ken Reaves, and AO John Southwood. Absent: SACS Laura Musselwhite.

Old Business

There was no "Old Business."

New Business

American Express Corporate Cards

Rob Whitaker reported concerning a policy received from Rob Watts, at the Board of Regents regarding the Corporate American Express cards. The card has been established to help employees process travel and do travel as it relates to the college; therefore, personal purchases are not allowed. Violation of the policy could result in termination. Anyone wishing to cancel should see Cheryl Baker.

The Cabinet required no action.

FY 2009 Budget Allocation

Rob Whitaker discussed the FY 09 Allocation and attachments (see attached.) There was a discussion concerning conducting a market study for salaries and creating a long-range plan. He will send the information to the senior administrators (President, VP, and IT divisions) in the next couple of days regarding the salary administration.

Dr. Anyanwu discussed the need to make institutional functions such as Institutional Effectiveness an institutional function rather than the division level. Dr. Pierce agreed and stated that it should be discussed.

The parking fee will be adjusted next year. Rob will present a plan to build a reserve for parking lot needs.

The deadline for the submitting the budget to the Board of Regents is May 19.

The Cabinet required no action.

Travel and Flex Reimbursement Schedule

In order to make the Finance and Administration Office more efficient, Rob Whitaker is implementing a new policy regarding travel and flex spending reimbursements.

There will only be one check run per week for travel checks. Expense statements submitted to Accounts Payable by noon on Tuesday will be ready for pick up on Wednesday afternoon. The exception will be that statements couriered from the Cartersville campus and other teaching sites on Tuesday will be accepted when the courier delivers them.

Flex statements will be processed on the 15th and 30th of each month. The statements need to be submitted to payroll the Friday prior to the 15th and the 30th. Unless there is feedback to the contrary by the end of the week which would change the policy, Rob will send an e-mail to everyone next Monday.

Rob asked that this information from this discussion be communicated to the various divisions.

The Cabinet required no action.

FY 2009 MRR Submission

Rob discussed the 09 MRR projects which have been submitted (see attached) to the Board of Regents. Phase Three of Heritage Hall may be completed without asking for MRR by using minor capital money. The electrical panels may be replaced with state money.

The Cabinet required no action.

HB 1183 – Tuition Carry-Forward

This was an informational item. The state legislature passed a bill which will allow USG institutions to carry forward up to 3% of the tuition received from one fiscal year to the next. The bill is awaiting the Governor's signature.

The Cabinet required no action.

P-Card Laws

House Bill 1117 passed by the legislature has established several laws related to use of the purchasing cards. It is now a felony if employees use the p-cards inappropriately.

The Cabinet required no action.

Ethics Policy

The Board of Regents has asked Ron Stark in the Audit Office to develop an ethics policy which will become part of annual employee training. Every employee will be required to complete on-line training which includes sign off annually that they have completed the training regarding standards and code of conduct. Employees must avoid the appearance that something is inappropriate. The Board of Regents hopes to implement this by July 1.

2009 Holiday Schedule

Ken Reaves presented the 2009 Holiday Schedule as a first reading by the Cabinet (see attached.) This calendar assumes the college will be working a 4/10 schedule for summer. This schedule moves July 4 to winter break (December 31.)

The Cabinet approved the schedule as proposed.

Other

Rob Whitaker asked the Cabinet to approve the start time for a new student orientation from 1:00 p.m. to 9 a.m. on July 21. He asked if all items must be presented to the Cabinet. If anything is taken off the calendar, it must be approved by the Cabinet. Changes in orientations which will affect students are not required to be approved by the Cabinet.

John Southwood stated that he has had a chance to meet most of the Cabinet members. He plans to talk further with each member. He reported that last week was a good week. They established two new scholarships and hosted the annual scholarship luncheon. He said that he hopes that the Cabinet can attend future luncheons.

Dr. Shade reported that the Shakespeare Festival went well. There were 46 students and 9 faculty and staff.

The summer and fall enrollment is looking good. He distributed enrollment reports (see attached.)

Anna Teresa Harris has been hired as the Assistant Director of Financial Aid. Dr. Shade will forward her resume to Dana Davis.

He gave a positive report concerning the Rome Braves outing.

Dr. Anyanwu distributed and briefly discussed the Fact Book. This will be distributed to the Administrative Council at their meeting today. The Fact Book information is now available on-line.

Dr. Watterson reported that the faculty searches are on-going. Interviews have already been conducted for geology and mathematics. Search committees are working to have three or more on campus for each position, including the math chair position.

She reported that the college has been awarded \$12,500 in grant money from the (University) System for the African American Male Initiative. Jon Hershey will direct the program with assistance from Ken Reaves. In response to a request from the System, the budget was revised on Friday.

Frank Minor received a National Endowment for the Humanities grant to study this summer along the coastal region of Georgia. He will bring this back into his literature classes.

Carolyn gave a positive report concerning registration at the Cartersville Campus.

Dana Davis thanked John Southwood and Dr. Watterson for funneling information to her. She has a number of news releases to write.

Dr. Pierce reported that the Master Planning Steering Committee had another good meeting last week. They were more aggressive about what the institution wants to see. For planning purposes, enrollment projections for the Cartersville Campus are 6,000 by 2020 and 10,000 by 2030.

Dr. Pierce hopes to have an update by the consultants by Assessment Day on May 6. The college community will be invited to hear the presentation, which will likely be in the afternoon. This will be an opportunity for the Master Planning community to get feedback from the college community.

Dr. Pierce briefly mentioned John Southwood's prior announcement concerning two new scholarships (endowments) in the amount of \$50,000 each. The college has also received a pledge from Redmond Regional Medical Center for \$25,000 per year over five years. There will be a public announcement. Mary Norton will talk with Keith Sandlin at Cartersville Medical Center to see if he has any feedback on the Cartersville request.

Last Friday, the VP group discussed the current dress policy. The current dress policy does not allow anyone who is part of the college community to wear denim jeans or t shirts, even with the college logo on it, on Fridays. The casual dress policy, which has always been in effect, says that denim (jeans) are not an appropriate material for business casual dress. Business casual is the dress of the day on Fridays. He asked the Cabinet, as vice presidents and directors to inform those who work for them of the policy.

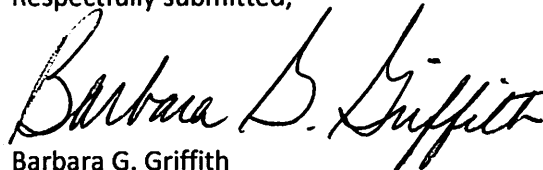
Dr. Pierce's briefly discussed his on-going role statewide as chair of the Capacity Study. As a result of this study, specific directions were given to the access institutions as to where they need to be going with regard to the metropolitan Atlanta area. He has received two e-mails from Rob Watts regarding the role of Georgia Highlands College's role in increasing the capacity in the area. The first e-mail was addressed to Dr. Pierce and Dr. Beheruz Sethna saying they should test the demand in Douglas County.

A second e-mail was received addressed to Dr. Pierce and Dr. Dan Papp saying they should test the demand in Paulding County. Plans are to begin offering classes in the two counties in fall 2009.

He reported briefly concerning a recent meeting with the Douglas County Development Authority officials. They are scheduling another planning meeting. Dr. Pierce and Dr. Papp will meet with Jerry Shearin in Paulding County concerning a facility they will be vacating.

There being no further business, the meeting was adjourned at 11:45 a.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Barbara G. Griffith". The signature is written in black ink and is positioned above the printed name and title.

Barbara G. Griffith
Recording Secretary

Minutes of the President's Cabinet Meeting

Monday, May 5, 2008

The President's Cabinet met at 9:00 a.m. on Monday, May 5, 2008, in the President's Conference Room. Present: President Randy Pierce, Interim VP Renva Watterson, VP Ron Shade, VP Rob Whitaker, IE Fitpatrick Anyanwu, CR Dana Davis, DDO Carolyn Hamrick, CIO Jeff Patty, HR Ken Reaves, and AO John Southwood. Absent: SACS Laura Musselwhite.

Old Business

2009 Holiday Schedule – Second Reading

The Holiday Schedule was approved as proposed, with no changes from the first reading (see attached.)

Other

There was no "Other" Old Business.

New Business

Nominations for the Committees of the College

Dr. Watterson presented the Instructional Council nominations for the Committees of the College for 2008-09 (see attached.) Dr. Shade suggested that Sheryl Ballenger replace Tammy Nicholson on the Capital Improvements Committee in order to add her student access perspective.

Dr. Pierce stated that it is important that the committees meet and that everyone attend the meetings. The ex officio members should make sure the chairs call the meetings. In addition, an annual report of committee activities is due to the President by June 30 of each year.

Dr. Anyanwu suggested that the nomination process should be reviewed, and that the nominations come from the Administrative Council.

The nominations will be taken to the Administrative Council in their afternoon meeting and presented for their approval.

Update – items discussed at CBO meeting

Rob Whitaker shared items discussed at the CBO meeting last week:

- Shared services will affect his area more than any other. There will not be any positions lost in HR or Payroll. The intention is to have payroll run through ADP for the entire system except for the “Big-Four” institutions. The benefit sign-up for new employees will be on-line. This will be ready July, 2009. The initiative will be fully funded. Rob has shared GHC’s comments with Usha Ramachandran.
- DOAS has sent a policy notice and will be very involved with the American Express Corporate travel cards. The system is trying to avoid a PR nightmare and has asked employees to cancel their cards. Travel advances will be few and far between and employees will be subject to termination if the cards are used for personal items.
- Institutions have been instructed to carry forward no more than 1 ½ % of tuition money in the budget.
- Institutions are strongly encouraged to set aside 2% in the 09 budget for budget cut out of state appropriations at the mid-year point.

Salary survey information

In response to Dr. Pierce’s request that Ken Reaves do a survey of staff (bi-weekly) salaries, Ken distributed and discussed a job survey done by the Mercer Group (see attached.) He recommended that, with possibly expanding into Douglas and Paulding Counties, and closer to the Atlanta market, the college should probably look at all positions.

There was a discussion. The recommendation from the discussion was that the college follows the guidelines given by the System Office regarding raises for the 2008-09 fiscal year. Ken will possibly ask Mercer to look at other peer institutions and other areas. It was suggested that a complete salary study would likely be needed in the near future. Positions will need to be redefined with regard to the level of education and the level of work required by the job description. Standards should be set across all positions so as to not create inequities. Dr. Watterson suggested looking at business and industry salaries.

This should be integrated into the Strategic Plan as the college moves forward.

Summer and Fall enrollment updates

Dr. Shade distributed and discussed the summer and fall enrollment updates (see attached.) There was a discussion. There was a discussion concerning average class size for Maymester.

He reported that 101 students have been accepted into the APT at West Georgia for fall. Student Services at West Georgia does not want GHC to advertise housing for ATP students; however, they haven’t closed the door. West Georgia wants to see where they stand in July and will offer what they have available.

The first round of the guaranteed tuition rates will expire this fall. The BOR has asked how we are communicating this to students. E-mail and snail mail will be used to let students know that the tuition will increase significantly in some instances.

There are three more summer orientations and the fall orientations are beginning to fill up.

WIA will be funded again next year. One WIA student has been inducted into PTK and there are nine graduating, most from the nursing program. Dana Davis is working with Andrea at The Rome News regarding a story on a student from Rome. Carolyn Hamrick will check on students from Cartersville for the Cartersville newspaper.

Other

Dr. Watterson distributed copies of the Faculty Committees of the College, which will be ratified by the faculty in their assessment meeting tomorrow.

Rob Whitaker discussed the salary administration forms with regard to employees who were hired since January 1. Raise recommendations are based on evaluations for January through December, 2007. He recommended holding the 2.5% for employees who will have completed their first six months and receive a good evaluation. On January 1 or December, the supervisor can apply the raise at that time.

Dr. Watterson will convene faculty assessment tomorrow. They will be talking about QEP and evidence-based learning outcomes, the African American Male Initiative, and reports on IPOD projects. There will be a catered luncheon and a faculty meeting at 12:30 p.m. The faculty meeting agenda will include a discussion concerning the common core revision, an IT webcast with Sasaki concerning the Master Plan for Cartersville, and a discussion concerning Intellectual Diversity and Academic Freedom.

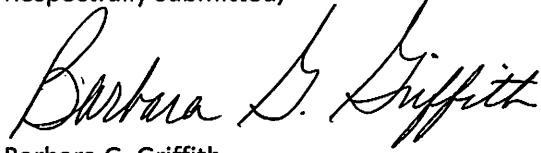
Diane Langston's father passed away. The funeral will be at 2:00 p.m. on Wednesday. The visitation will be on Tuesday at John House Chapel in Cave Spring. **The minutes are updated to reflect that the visitation will be held at the First Baptist Church of Cave Spring.**

Dr. Laura Musselwhite has been nominated for the Teacher Excellence Award with the Board of Regents. The winner will be named early next year.

Jeff Patty gave an update on the e-mail server crisis.

There being no further business, the meeting was adjourned at 11:00 a.m.

Respectfully submitted,

A handwritten signature in cursive script, reading "Barbara G. Griffith". The signature is written in black ink and is positioned above the printed name and title.

Barbara G. Griffith
Recording Secretary

Minutes of the President's Cabinet Meeting
Monday, May 21, 2008

The President's Cabinet met at 9:00 a.m. on Monday, May 21, 2008, in the President's Conference Room. Present: President Randy Pierce, VP Ron Shade, VP Renva Watterson, VP Rob Whitaker, IE Fitzpatrick Anyanwu, CR Dana Davis, DDO Carolyn Hamrick, Rob Laltrello (for CIO Jeff Patty,) HR Ken Reaves, and AO John Southwood. Sandie Davis, Registrar, was present for the discussion concerning the academic calendar/graduation. Absent: SACS Laura Musselwhite and CIO Jeff Patty.

Old Business

Committees of the College – Environmental Health and Safety Committee

Charles Garrison serves as an ex officio member of the Environmental Health and Safety Committee (of the College) by virtue of his position as Right to Know Coordinator. He had been inadvertently omitted from the committee roster and was nominated by the Instructional Council to serve a two-year term.

The Cabinet nominated and approved Phillip Kimsey to replace Billy Morris and serve as an appointed member for a two-year term. Charles will be added back to the roster as an ex officio member (see attached.)

Other

There was no "Other" Old Business.

New Business

Academic Calendar 2008-09 – Graduation date

Due to a scheduling conflict, the Forum in Rome is not available on May 16, 2009, the date scheduled for on the Academic Calendar for graduation. The Cabinet discussed options and decided to move the Pinning and Graduation back to Thursday, May 14, and Commencement on Friday, May 15. The events will be scheduled to begin at 7:00 p.m. Once the May 14 is cleared with the Nursing Division, the dates will be confirmed.

Wage scale proposal

Ken Reaves distributed and discussed a proposed salary scale for non-exempt and exempt employees (see attached.) He asked that Cabinet members review the scale to make sure that positions are ranked in the appropriate grade levels. If any changes are needed, contact Ken.

Ken Reaves announced the proposed dates for Administrative Retreat will be July 16-17. After a discussion concerning possible locations, Ken will check on the availability of Brasstown Resort. Ken exited the meeting at 10:35 a.m.

Faculty hiring

Dr. Watterson distributed and discussed new faculty hires (see attached) who have accepted orally. She discussed the status of a history position and an additional physical education position. A chemistry position will be on hold and will be placed at the top of the list for next year.

The Cabinet required no action.

Update on two professional development workshops for division chairs on enhancing faculty evaluation and building a stronger intra-faculty mentoring program

Dr. Watterson has invited Dr. Linda Noble, Assistant Vice Chancellor for Faculty Affairs, to conduct some faculty development this summer regarding faculty evaluations and helping faculty set goals tied to student learning outcomes. There are a couple of possibilities – an Enhancing Faculty Evaluations workshop in June and a second workshop in July regarding Intra-faculty Mentoring. She will bring an agenda to the Cabinet at a later date as it is developed.

The Cabinet required no action.

Plans for Dr. Susan Herbst's visit to our campuses on May 22

Dr. Watterson discussed the agenda for Dr. Susan Herbst's visit on Thursday (see attached.) Dr. Herbst is the new Executive Vice Chancellor. Dr. Watterson has scheduled people at each location to be available to talk to Dr. Herbst. She noted that there was not enough time to schedule a visit to Carrollton. Dr. Watterson invited the Cabinet members to attend the meeting on the Floyd Campus at 2:00 p.m.

Dr. Pierce mentioned that the USG has backed off of the common core curriculum revision.

The Cabinet required no action.

Study Abroad

Dr. Watterson reported that 19 people will debark at 7:15 p.m. this evening from Atlanta for the Study Abroad Program to Germany, Italy, and France (see attached itinerary.) There will be 14 students. , Erica Simpson and Bruce Jones will be the leaders. Bill and Lavinia Heaton and a friend of Erica's will also be part of the group. Six of the 14 students are enrolled in classes.

The Cabinet required no action.

Other

Rob Whitaker reported that the budget has been balanced. There are no multiple funds in anyone's departmental budget except for his. They eliminated all of the campus locations except for the administrative areas. The on-line submission and narrative will be submitted this afternoon. All of the vice presidents will receive a copy of the budget. Everyone will be able to access or get a copy of their budget. The budget will be available on-line in the new PeopleSoft version.

The budget will be approved at the June Board of Regents meeting. All copies of the budget will be held until the Board approves the budget. Once the budget approved, letters will be prepared informing employees concerning their raises. Contracts will be sent to faculty.

Rob briefly discussed his recent e-mail concerning travel reimbursements. He asked that the Cabinet assist him in communicating to employees the seriousness of the new regulations and directives coming from the Governor's Office. This is a result of lost trust with the purchasing card and travel American Express cards. Standing authority to travel has been suspended until July 1.

Southern Polytechnic State University is in the process of designating additional classroom space which will be divided and used as office space for Georgia Highlands College.

Victoria Burnham started work today as the new secretary in the Finance and Administration office.

The deadline for spending money was last Friday. Rob had sent an e-mail asking for a letter requesting any money that needs to be set aside to cover expenses through the end of the fiscal year. The next push is to close out the fiscal year. There was some discussion.

Georgia Highlands is scheduled for an abbreviated audit – probably two days. They may ask for some items concerning last year's full audit. Rob anticipates a clean audit this year with little cleanup still needing to be done.

John Southwood reported that the Legacy Campaign has surpassed \$4M of its \$5M goal as of last week. Over \$380,000 in pledges have come in the past two weeks. John briefly discussed the pledges in more detail. An announcement will be made in the next couple of weeks.

The Foundation is hosting a retreat for its trustees on June 5. This will be an all-day retreat in which they will formulate an action plan, including a budget. This will be at the Governor's House in Kingston.

Dr. Shade distributed and discussed the summer and fall enrollment updates. The summer enrollment has surpassed last summer's final figures. Fall numbers are reflecting a 30% increase over this time last year.

Dr. Anyanwu asked if a column could be added to future reports comparing the current enrollment with the last report. Dr. Shade asked him to send an e-mail to Tammy Nicholson and to copy him.

Rob Laltrello reported that IT is learning a lot from the recent e-mail server crash. They are documenting and moving forward. The main problem is with five-year-old technology.

Dr. Watterson thanked the IT staff for assisting with the hookup with Sasaki for the recent faculty meeting.

Dr. Pierce reported that the System Office is moving forward with the sale of land across GA 20 from the Cartersville Campus to Bartow County.

He is getting closer to making a decision regarding filling the executive assistant position in his office. There will be a reception tomorrow, 2:00-4:00 p.m., for Barbara Griffith.

Dr. Pierce talked briefly concerning the faculty perception of the new gun bill, and Burns Newsome's discussion with the President's concerning this at their meeting. He will send an e-mail to Burns to send a message that can be shared with the college community.

Dr. Pierce reiterated that the vice presidents, in their role as chair of the Calendar Committee, should approve the dates set for graduation.

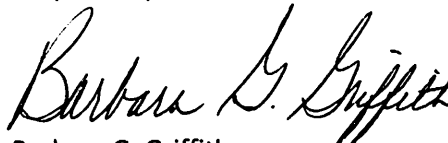
Dr. Pierce will be meeting with officials from Douglas County on Tuesday, May 27. Representative Bill Hembree and Regent Kenneth Bernard will be in the meeting.

There was an announcement that the Administrative Council will meet at 2:00 p.m. today. **The minutes are updated to reflect that the meeting was cancelled.**

There was a brief discussion concerning test marketing in Douglas and Paulding Counties. Dr. Pierce commented that he may need to get a copy of the planning session market study from Rob Watts.

There being no further business, the meeting was adjourned at 10:40 a.m.

Respectfully submitted,

A handwritten signature in black ink, reading "Barbara G. Griffith". The signature is fluid and cursive, with the first name "Barbara" being the most prominent part.

Barbara G. Griffith
Recording Secretary

Minutes of the President's Cabinet Meeting

Monday, June 2, 2008

The President's Cabinet met at 9:30 a.m. on this date in the President's Conference Room.

Present were President Randy Pierce, VP Renva Watterson, VP Ron Shade, VP Rob Whitaker, IE Fitzpatrick Anyanwu, CR Dana Davis, DDO Carolyn Hamrick, CIO Jeff Patty, HR Ken Reaves, and AO John Southwood. Sandie Davis, Registrar, was present for the discussion concerning FERPA.

Old Business

None

New Business

FERPA Tutorial—Sandie Davis led the discussion of the proposed employee tutorial concerning the Family Educational Rights and Privacy Act. The Registrar at Gainesville State College has made the tutorial she created available to other Registrars of the USG to modify for use at their own institutions. It has now been adapted by our IT department and is nearly ready for use at GHC. All current employees will be required to participate, and it will become a part of the training for all new employees. It was suggested that the FERPA tutorial be introduced to current employees at the Fall In-Service. It will also be on the agenda for the Administrative Council retreat in July. It was decided, meanwhile, that the business office and enrollment services staff go ahead and take the tutorial as soon as possible.

Chamber Mid-Year Celebration—This year's event will be on June 24 at Coosa Valley Technical College Conference Center beginning at 5:30 pm. The GHC Foundation usually buys a table at this event if there are enough people who want to go. Those planning to attend are Dr. Pierce, Dr. Shade, Dr. Watterson, Rob Whitaker, John Southwood and Dana Davis. It was suggested that Willis Potts be invited to sit at the GHC table, and Dr. Pierce said he would contact him by e-mail.

Enrollment Reports and Orientation Updates—Dr. Shade reviewed the handouts provided concerning Summer and Fall enrollment, and orientation dates. (see attached)

Financial Aid Intern Announcement—There is a statewide program whereby high school counselors can get financial aid training and work temporarily within higher education institutions to enhance their understanding of financial aid. There will be a Cass High School counselor, Rick Silver, interning with Georgia Highlands College this summer as a result of this program.

Other—

There will be a meeting June 18 with DOT Commissioner Gena Abrahams to discuss state road 20 and traffic management related to the Cartersville location.

It was announced that classroom facilities at Southern Polytechnic State University, including laboratories, will be expanding in time for the Fall semester.

The Administrative Council retreat will be July 16 and 17 at The Ridges on Lake Chatuge.

The North Metro Tech closing celebration will be June 4 at 1:00 pm in Acworth.

The Study Abroad group will be returning tomorrow night, arriving from Paris.

Minutes of the President's Cabinet Meeting
Monday, June 16, 2008

The President's Cabinet met at 9:00 am in the President's Conference Room. Present were President Randy Pierce, VP Dr. Renva Watterson, VP Ron Shade, IE Fitzpatrick Anyanwu, CR Dana Davis, DDP Carolyn Hamrick, HR Ken Reaves, and SO John Southwood. CIO Jeff Patty was represented by Jason McFry.

Administrative Retreat Agenda

Ken Reaves reviewed the retreat agenda with the Cabinet. There was some discussion about the order for the topics. Among agenda items will be SWOT analyses, strategic planning, FERPA, emergency procedures, intellectual diversity survey, facilities, capacity and budget.

Cartersville Bartow Chamber Picnic

Carolyn Hamrick relayed the information she had gathered about the picnic. It will be on June 26 from 5:30 pm until 8:00 pm at Taylor's Lake. A large turnout is expected. Tickets are \$35.00. Members are to let Nancy Warner know in the next few days if they wish to attend.

Academic Progress

Dr. Watterson distributed a summary of Academic Progress Committee issues (see attached). The growth of the GHC student population has resulted in increased number of academic dismissals, to the point that it is nearly unmanageable for the Committee to hear all of the appeals. Spring 2008 resulted in 128 dismissals for academic standing. It was noted that a student on academic probation must make a 2.0 or better semester average to avoid dismissal. Until recently a 1.8 was required, and Dr. Pierce questioned the reasoning for raising it to a 2.0. Carolyn Hamrick mentioned one reason is that a 2.0 is necessary for graduation. Dr. Pierce requested that it be determined what other institutions in the University System are using in terms of the GPA cut-off for dismissal.

Advising

Dr. Watterson reviewed the two Academic Advising handouts she provided (see attached). The GHC Advising Task Force is working to assess the College's progress on Phase I of the Enhanced Advising Process: planning. Dr. Watterson mentioned one item partially complete is a plan that would require all undergraduates to meet with an advisor prior to registering for classes. An item that is complete and ongoing is the development of a comprehensive and published academic advising mission statement. Another item assessed as complete is the provision for an online academic advising handbook. The online handbook is managed by Laura Ralston, Lead Advising Specialist.

Fall Enrollment

Dr. Shade provided documents related to enrollment (see attached). He noted that there was a 13% increase for Summer over last year, and Fall enrollment is up 34% from this time last year. He observed that the number of new applications entered into the system is down due to staff absences. They are attempting to de-centralize the process.

Orientation

There are 107 students signed up for the next orientation, which will be in Cartersville.

Other

Jason McFry reported on the activities of the Information Technology Department. They have been very busy installing new equipment.

Ken Reaves said that employee recognition will take place during lunch at the faculty/staff in-service on August 11. He reviewed a proposal for Community Kudos Employee Recognition Awards (see attached). These will be certificates, signed by Dr. Pierce, that will go to employees who have made significant contributions to the college and the community.

Carolyn Hamrick described the Cartersville location as being very busy with Summer school and advising.

John Southwood announced that there is now a form for requesting funds from the Foundation. It will be accessed online. He said that this will allow for greater documentation and more uniform decision-making.

Dana Davis said she has hired a new assistant, Ali Kimberl, whom she will introduce at the afternoon's Administrative Council meeting.

Dr. Watterson said that there are 2 upcoming workshops for academic division chairs concerning faculty development and mentoring. The workshops will be led by Dr. Linda Noble on July 9 and July 18.

Dr. Watterson was happy to announce that Dr. Carla Moldavan has come onboard as Mathematics Division Chair. She will be based in Cartersville.

Dr. Watterson gave an update on faculty offices. She said the number of offices is adequate at the Floyd and Marietta locations, but there is a need for 9 more faculty offices in Cartersville.

Dr. Pierce announced that Mary Norton has returned from personal leave, and she will be in charge of special projects for him. He then adjourned the meeting at 10:15 am.

Meeting of the President's Cabinet

Monday, July 28, 2008

10:00 a.m.

President's Conference Room

Minutes

Present were President Randy Pierce, VP Ron Shade, VP Rob Whitaker, CR Dana Davis, HR Ken Reaves, AO John Southwood, CIO Jeff Patty, and Associate Director of IT Rob Laltrello.

Dr. Pierce began the meeting by giving a recap of two student issues that had cropped up the previous week. One involved an ongoing situation with a nursing student, and the other concerned a student who had apparently hacked into the College's computer system.

In addition, unknown parties, calling themselves "concerned faculty and staff" had written to the Chancellor of the University System of Georgia alleging security problems on campuses.

Next, Jeff and Rob Laltrello gave a brief overview of the IT incident. The student suspect was arrested over the weekend. When asked if this was an overreaction, Rob stated that the situation was handled exactly as dictated by policy. He said, "In the post-Virginia Tech world we inhabit, these things must be taken very seriously." Jeff noted that the IT staff was complimented by law enforcement and security professionals for their handling of the breach. There were many lessons learned from this experience, including how difficult it is to have an open access institution while still maintaining security.

Ken Reaves reviewed the no weapons policy and asked if there were any additional alterations needed. After a brief discussion and the incorporation of a clarifying word, the Cabinet voted unanimously to approve the policy.

Mr. Reaves also went over some changes in benefits that will take place in 2010, including a change in pharmacy benefit management. In addition, Mr. Reaves summarized the contents of a memorandum from the Vice Chancellor for Human Resources announcing the Human Resources Administrative Practice Manual (HRAP). There are new policies covering amorous relationships, dispute resolution, smoking, workplace violence, and shared sick leave.

Dr. Shade went over enrollment figures. He described the gain over last year as "substantial". There will be a large group on this campus Thursday for orientation. The Cartersville orientation August 9 is expected to be at capacity, and a substantial number is anticipated at West Georgia.

Mr. Whitaker led the discussion about the imminent payment deadline and the need for doing a wipe-out. Because the BANNER system has been down due to security issues, there may be a need for an extension.

There was further discussion about the budget reduction plan. Dr. Pierce, Mr. Whitaker and Dr. Watterson meet with BOR representatives next Monday to make a case for holding on to as much money as possible for our institution, in view of the rising enrollment figures and growth into Paulding and Douglas Counties. Dr. Pierce said that it is suspected that the state budget issues have not hit rock bottom and we won't know for some time how much we will be affected. It

remains his intention to not lose any personnel, but some programs may be cut and positions shifted to other areas.

John Southwood said he plans to unveil the name and logo of the annual fund campaign to faculty and staff at the August 11 In-service. The co-chairs will be Tammy Nicholson and Donna Mantooth.

Dana Davis reported on the local news coverage of the student computer hacker.

The meeting was adjourned at 11:00a.m.

Meeting of the President's Cabinet
Monday, August 25, 2008
9:00 a.m.
President's Conference Room

MINUTES

Present were President Randy Pierce, VP Ron Shade, VP Rob Whitaker, VP Renva Watterson, IE Fitzpatrick Anyanwu, CR Dana Davis, HR Ken Reaves, AO John Southwood, CIO Jeff Patty, CO Carolyn Hamrick, SP Mary Norton, and EA Nancy Warner.

Dr. Pierce began by reporting on the Board of Regents meeting that took place last Tuesday and Wednesday, which he attended by teleconference. Much of the meeting discussion concerned the budget cuts that the System is facing, with a line-by-line, institution-by-institution scrutiny of the submitted budget cut plans. The 6% reductions are a "done deal", and we are waiting to see whether or not the 8% or 10% cuts will be required.

Here at GHC, budget reductions have resulted in changes in the Office of Institutional Effectiveness and the Office of Continuing Education. There is the possibility that the Division of Business will be dissolved. Also, there has been communications with the University of Georgia that GHC will no longer pay our share of the expense for the Small Business Development Center, which will effectively close the Center in North Georgia. We are also cutting ties with eCore. At this time, staff raises are still on for January.

Rob Whitaker provided hand-outs for a first read of a new key policy. This came about following recent concerns over security. In the past, a significant number of keys was assigned with no checks and balances. It is his intention that all locks will be re-keyed, and the keys will be inventoried and re-issued. If someone is assigned a master key and it is lost, that employee will be charged for rekeying the locks.

Rob also provided a color hand-out showing the intended placement of the new parking lot at the Bartow campus. The county will do as much as possible to provide in-kind services, including manpower and equipment, but GHC will have to fund the expense of the asphalt, curb-cutting, etc. He is waiting for EPD approval to go ahead. There will be a conference call with Sasaki Architects on the 27th at 2:30.

Dr. Watterson updated the Cabinet about the recent wipe-outs. She said there was the usual number of students heading into classes who had not resolved their financial obligations. At one time, the business office was doing fewer purges, which involved greater numbers, and the academic side asked for more frequent and smaller purges. Dr. Shade pointed out that there will be a registration and orientation review session next week in which they will take a look at what happened this semester-- what worked, what didn't, and they will take comments from the Cabinet into consideration.

Dr. Shade said that there were 4,704 students enrolled as of this morning. Sixteen hundred students were oriented this Fall.

He announced that Megan Worgin is the new financial aid counselor in Cartersville. Also, the Access Center and Counseling and Career Center is merging in the CCC office space. Melinda Ewers will relocate to Student Life.

Ken Reaves asked for input regarding a more robust evaluation process in the form of the 360 evaluation. He encouraged the group to come up with a list of key competencies for the next Cabinet meeting. Mary Norton suggested tying in with strategic planning and goals.

Rob Whitaker said that PeopleSoft will be closed and turned off tomorrow. It will be available again September 4.

Rob also stated that the BOR approved \$6.2 million for GHC for Cobb County access. He and the President will be going to Southern Polytechnic to talk about whether there is a future for GHC there or at an entirely new location.

Dr. Shade reported other news from Student Services: Family Movie Night at Cartersville drew about 72 people; club roundup is taking place today and tomorrow; transcripts of the student hacker appeal are being typed.

John Southwood announced that the faculty/staff edition of the annual campaign begins this week. The goal, as always, is 100% participation.

Carolyn Hamrick brought to the group's attention the Future Educator's Retreat that will take place at Cartersville on October 3. More information will be forthcoming.

The meeting was adjourned at 10:00 a.m.

Meeting of the President's Cabinet
Monday, September 15, 2008
9:00 a.m.
President's Conference Room

MINUTES

Present were President Randy Pierce, VP Ron Shade, VP Rob Whitaker, VP Renva Watterson, CR Dana Davis, HR Ken Reaves, AO John Southwood, CIO Jeff Patty, SP Mary Norton, and EA Nancy Warner. Attending by video conference in Cartersville was Carolyn Hamrick.

Dr. Pierce opened the meeting by asking Jeff Patty to come up with a standard email signature for Georgia Highlands employees. Apparently, response to the President's recent email recommending that the highlands.edu domain not be used to send messages with political content. That led to a faculty member pointing out that some employees have aphorisms or religious verse citations as part of their electronic signatures. Jeff said he would take a look at the policy.

Dr. Pierce also spoke about the closing of the Small Business Development Center at Heritage Hall and of recent local news accounts that have not reported that the employees of the SBDC were offered other jobs at GHC. One of the employees accepted a position, and the other did not.

Rob Whitaker asked for a second reading of the new Key Policy. He said the only feedback he has received has been about the charge for lost keys. Mr. Whitaker stated that it is not unreasonable to ask employees to be responsible with school keys. There will be fewer people with grand master keys. Dr. Pierce expressed his opinion that most staff and faculty need only keys to their own offices. They should call ahead to request that security guards let them in the building. He stated that the Vice Presidents should be responsible for approving keys other than office keys. An inventory will be done, and keys will be reissued. A subsequent second reading will be held at Administrative Council this afternoon, and then the policy will go into effect.

Ken Reaves offered the following dates for this year's Town Hall meetings: November 5, 2008 and February 18, 2009. After some discussion, it was decided to try to come up with earlier dates. It was suggested that perhaps more should be done to let staff know that they are expected/encouraged to attend and participate.

Ken also led discussion of the 360 evaluation (see handout). It has yet to be decided what competencies will be included in the evaluation as well as for whom it is intended. It was decided to form a committee to work on these issues and report back to the Cabinet. The committee will include Ken Reaves, Mary Norton, Fitzpatrick Anyanwu, Ron Shade, and Nancy Warner.

Dr. Watterson said that with the help of Dr. Linda Noble at the System Office, the faculty evaluation is being reworked to make it more evidence-based (see handout). Dr. Anyanwu suggested that for the evaluation to be more consistent, it should make students' evaluations of the faculty a mandatory inclusion.

Dr. Watterson reported that, in an effort to better understand the "wipe out" process, Jeannette Eckles, Jamie Petty and Donna Childres were invited to address the Academic Council recently (see handout

regarding how protections are applied). Tentative wipe out dates were identified with the intention that these dates will be widely publicized to the students. There was discussion about whether it was better to have a wipe out shortly before the Christmas holidays, or shortly after. Dr. Pierce stressed that the core values of the institution are accessibility, affordability, and accountability. The difficulty is to maintain those values while making sure that classroom seats are not being taken by students who will not be able to come up with the financial means to pay, thereby denying space for other students.

Dr. Watterson said that another issue discussed at Academic Council concerns students who never attend a class for which they have registered, or attend once or twice and stop. It is considered an unearned F, and is given the designation F\$ on registrar records. Some reasons that students may want to remain in a class for which they will get an F rather than drop the class are related to financial aid, health insurance, and income tax status. Also, faculty don't believe they have the right to withdraw a student from a class for non-attendance, although all faculty are asked to report them to the Registrar's Office. There was some discussion about whether or not an attendance policy should be implemented.

The meeting was adjourned at 10:30.

Meeting of the President's Cabinet

Monday, October 6, 2008

9:00 a.m.

President's Conference Room

MINUTES

Present were President Randy Pierce, VP Ron Shade, VP Rob Whitaker, VP Renva Watterson, CR Dana Davis, HR Ken Reaves, AO John Southwood, ADI Rob Laltrello sitting in for CIO Jeff Patty, IE Fitzpatrick Anyanwu, and EA Nancy Warner. Attending by video conference in Cartersville was Carolyn Hamrick, Director of the Cartersville location.

Doug Sterner, a representative from AIG/Valic, was present to share information about their 403b retirement products, and to address any concerns about the economic condition of AIG (see handouts). This was followed by a conference call with Andy Adams, who is with Strategic Benefits Advisors. They are an independent consulting firm hired by the University System of Georgia Board of Regents to implement a plan to be in line with IRS regulations going into effect January 1.

Next, Ken Reaves spoke to the group about state-mandated credit reporting guidelines (see handout). He explained that GHC is required to do credit checks on new employees who will be issued state purchasing cards. This will be in addition to criminal background checks required of all new and current cardholders. The expense for conducting a credit report will be billed to the requesting department.

Rob Whitaker went over the report issued by the Board of Regents regarding the FY 2009 budget reduction (see handout). The report projected the impact of a 6%, an 8%, and a 10% reduction. Dr. Pierce stated that is imperative that budget managers enforce budget cuts within their departments with regard to travel, equipment and supply purchasing, and hiring of casual labor. It will not be known until after the Fall election whether or not the state will pull back the merit raises for staff and administrators.

Mr. Whitaker also reported on the work of the Calendar Committee, and he presented the 2009-2010 Academic Calendar for a first read. He also distributed a list of orientation dates that have been coordinated with the calendar. He pointed out that on the 08-09 calendar, graduation is listed as May 16. However, it was subsequently changed to May 15, with Nursing pinning on May 14. The calendar was approved as a first read.

It was decided that we would not renew our membership in the Society for College and University Planning.

It was decided not to join the Community Colleges of Appalachia organization.

Dr. Pierce announced the personnel changes resulting from the merging of Appalachian Tech with North Georgia Tech, and Coosa Valley Tech with Northwest Georgia Tech.

There was a discussion of the Christmas events that are in the planning stages. The faculty/staff luncheon will be December 12, and there will be an open house at the President's residence on December 14.

Ken Reaves said that the Town Hall meeting will be October 21 at 3:00pm in Lakeview Auditorium, with video conferencing connection with the Cartersville campus. Ken asked the group to be thinking about agenda items.

The State Charitable Contribution Campaign will start next Monday and will run until December 1.

Rob Whitaker announced the resignation of two employees, Cindy Boazman and Erica Wiggins, and the hiring of Pam Lane for the accounting position.

Dr. Anyanwu expressed concern that the Office of Institutional Effectiveness lacks a sufficient budget to produce the work that is usually generated by that office, such as the Climate Survey and the PASS Survey. Dr. Watterson said she would go over the OIE budget with him to help address this problem.

It was decided that the strategic planning work from the Summer Administrative Council retreat needs to be disseminated to the larger College group. Dr. Anyanwu said he would bring the updated version to the next Cabinet meeting. He hopes to use the winter retreat to flesh out the Strategic Plan so that it can be in place by next Summer.

Dr. Watterson said that the Spring Schedule is almost ready for printing. It is hoped to have it available for students two weeks prior to November 10, the beginning of pre-registration.

Academic Affairs is re-thinking the January faculty meeting. Rather than using the time mostly for giving updates, they may make the meeting more issue-oriented. One suggested topic is "The Millennials".

The meeting was adjourned at 10:15am.

Meeting of the President's Cabinet
Monday, October 20, 2008
9:00 a.m.
President's Conference Room

Minutes

Present were President Randy Pierce, VP Ron Shade, VP Rob Whitaker, VP Renva Watterson, CR Dana Davis, HR Ken Reaves, AO John Southwood, CIO Jeff Patty, IE Fitzpatrick Anyanwu, and EA Nancy Warner. Attending by video conference in Cartersville was Carolyn Hamrick, Director of the Cartersville location.

Ken Reaves led a discussion of possible core competencies for the 360 evaluation tool that will be tried out on the Cabinet this year. There is a core of 5 competencies, and it was felt that another 5 should be chosen to reflect the position/work being evaluated. There was a question as to who will pick the competencies. Competencies should relate to mission, goals, and job description. This evaluation will be used in conjunction with the current administrator evaluation. The purpose is to broaden the input and to have a more reliable way to assign merit increases.

Final consideration was given to the proposed new credit reporting guidelines. The Cabinet voted to approve them.

Final consideration was given for the academic calendar presented by Rob Whitaker. Reading day has been dropped for the short summer sessions, resulting in exams being given 1 day earlier. The Cabinet voted to approve the calendar.

Dana Davis announced that representatives from the system office will be giving a course to faculty and staff to train them in evaluation and intervening in emergency situations on campus. Called Psychological First Aid, the 3-hour course will be taught in lieu of the next Administrative Council meeting.

Dr. Watterson updated the group on student academic advising. Working with the system office, a protocol is being developed to identify and work with at-risk students. They are currently working with approximately 25 students and anticipate the number to get much larger. Dr. Diane Langston heads a group that is looking at offering some form of First Year Experience course.

Dr. Anyanwu showed the Cabinet a chart of grant sources by year from federal, state, local, private, and non-profit organizations. These are for research only.

Dr. Anyanwu also presented updates, reflecting campus-wide suggestions, to the summer Administrative Council retreat work on the GHC mission and goals. There was considerable discussion before it was decided to send out the various versions to faculty and staff with instructions to be ready to discuss them at this week's town hall meeting.

The Terry College of Business of the University of Georgia will be sponsoring an Economic Outlook Luncheon December 3 at the World Congress Center in Atlanta. It was decided to pay for a table at the luncheon, and those who wish to attend are to let Nancy Warner know this week. Regent Potts will be invited.

There were some suggestions about possible agenda items for the town hall meeting. These included the Cartersville master plan, budget, mission and goals revisions, Paulding/Douglas updates, and Charger fund update.

Meeting of the President's Cabinet
Monday, November 3, 2008
10:00 a.m.
President's Conference Room

Minutes

Present were President Randy Pierce, VP Ron Shade, VP Rob Whitaker, VP Renva Watterson, CR Dana Davis, HR Ken Reaves, AO John Southwood, CIO Jeff Patty, IE Fitzpatrick Anyanwu, and EA Nancy Warner. Attending by video conference in Cartersville was Carolyn Hamrick, Director of the Cartersville location.

Dr. Shade opened the meeting with the announcement that Jordan Turner, a recent graduate of Reinhart College, has been hired to fill the recruiter position in Cartersville.

Dr. Shade also said that 125 students are signed up for orientation for Spring semester. The first session will take place November 14. Registration begins November 10.

Dr. Watterson gave an update on Douglas County and Paulding County planning. There are specific course plans and offerings in development for both locations. Dr. Pierce said that the system office remains committed to GHC expansion in those areas. A public announcement will be made by December 1. Fall 2009 is the likely start date. The planning group will meet again this week.

Dr. Watterson also presented information about creative academic advising approaches that are being considered, including classroom-based advising.

Dr. Pierce went over the itinerary for the visit to several GHC campus locations tomorrow by Assistant Vice Chancellor Shelley Nickel.

Work has still not begun on the new parking lot at the Cartersville campus. It was suggested that Rob Whitaker call Bartow County Manager Steve Bradley in an attempt to get things moving along.

Dr. Shade wanted the group to be aware that this Wednesday in Lakeview Auditorium the latest in the Community Speaker series will feature Hajii Otto, who will talk about dealing with stress.

Ken Reaves reminded the Cabinet members to send any input they may have regarding the competency list for the 360 evaluation.

Rob Whitaker announced that John Upton will be the new Director of Campus Safety. November 17 will be Mr. Upton's first day on the job.

Dana Davis confirmed that November 17 will be the date of the Psychological First Aid training. It will take place in Lakeview Auditorium beginning at 2:00 pm.

Dr. Anyanwu reviewed the results of the Community College Survey of Student Engagement (CCSSE). See handout.

The meeting was adjourned at 11:00 am.

Meeting of the President's Cabinet

Monday, November 17, 2008

9:00 a.m.

President's Conference Room

Minutes

Present were President Randy Pierce, VP Rob Whitaker, VP Renva Watterson, SP Mary Norton, CR Dana Davis, HR Ken Reaves, AO John Southwood, CIO Jeff Patty, IE Fitzpatrick Anyanwu, Todd Jones, and EA Nancy Warner. Attending by video conference in Cartersville was Carolyn Hamrick, Director of the Cartersville location.

Rob Whitaker introduced the new Director of Campus Safety, John Upton, who briefly addressed the Cabinet.

John Southwood spoke about the work in progress to upgrade the holiday luncheon. He asked that supervisors encourage their staff to attend. He also announced that on December 1 there would be a Charger Fund celebration in Lakeview Auditorium.

Todd Jones, representing Dr. Ron Shade who is out of town, gave the enrollment update. He said the number of students enrolled is well above the number this time last year. See attached.

Dr. Anyanwu led the discussion about revising the GHC mission statement and GHC goals. A motion was made, seconded, and approved to accept the goals as developed by the Administrative Council at the summer retreat last July. Regarding the mission statement, the Cabinet voted to approve the following version: **Georgia Highlands College, a two-year institution of the University System of Georgia, will provide access to excellent educational opportunities for the intellectual, cultural, and physical development of a diverse population.** Dr. Anyanwu was asked to send an email notification to the college community, and to draft a message to be sent to the system office regarding these decisions.

Ken Reaves said there was some concern that some employees tried to take advantage of the two-hour allowance for voting that is granted by policy. As it turned out, the polls weren't as busy as had been anticipated. In the future, GHC may have to re-think the policy, especially in light of the opportunity for early voting.

Mr. Reaves also said that the planning process for the winter Administrative Council retreat will begin soon. Dr. Anyanwu reminded the group that the retreat will be the venue for discussing GHC objectives for the year.

Dr. Watterson spoke about the following:

- The possibility that the new Tellus Planetarium and Observatory in Cartersville will be a very good learning resource for us
- Dr. Gerberding of the CDC will be addressing the Rome Chamber and some of our administrators, students and faculty will be attending
- The Paulding/Douglas planning team who will have their third meeting tomorrow
- Fee changes recommended for nursing and for online courses.

Dana Davis reported on the initial meeting of the web management committee. The goal is to clean up the web site and gain more consistency across the divisions and departments. There will also be a website redesign from top to bottom. The committee consists of 10 or 11 people, with the core group being three IT professionals.

The meeting was adjourned at 10:30 am.

Meeting of the President's Cabinet

Monday, December 1, 2008

9:00 a.m.

President's Conference Room

Minutes

Present were President Randy Pierce, VP Rob Whitaker, VP Renva Watterson, VP Ron Shade, SP Mary Norton, HR Ken Reaves, AO John Southwood, CIO Jeff Patty, IE Fitzpatrick Anyanwu, SD Carolyn Hamrick, and EA Nancy Warner.

Rob Whitaker said that the Board of Regents has notified institutions that 2009 pay raises will not be annualized for 2010. However, because faculty raises were included in their contracts, it was likely that staff raises also will be given for the upcoming year. A final decision will be made this week.

It looks like the final budget reduction amount is 9%. The 5% reduction is already in place, so we now need to plan for the other 4%. The Board of Regents proposed that two-year colleges impose a \$50 /semester fee for 2009 and 2010, effective January 1.

Mr. Whitaker reviewed the "bad check" policy that has been in place for quite some time but not enforced. He would like to know why it was suspended and whether or not we shouldn't resume enforcement. The Cabinet approved enforcement.

Beginning January 5, the business office will direct deposit flex spending and travel reimbursement for those already doing direct deposit of paychecks.

The Board of Regents has asked for a revenue projection for 2009 (see handout). Mr. Whitaker asked for comments. The projection has to be into the BOR by Wednesday.

Dr. Watterson went over fees that students are charged, mandatory and other (please see handout attached). There are three changes proposed: The parking fee would go from \$2 to \$8, nursing students would be assessed \$120 rather than the current \$98, and for the first time, a distance learning fee of \$75 would be charged. There was some discussion of these proposed changes. It was Dr. Pierce's view that as GHC moves more toward distance learning, it would be best not to make it prohibitive by tacking on too many fees.

Dr. Shade reviewed enrollment and orientation figures (see handout attached). He noted they are significantly ahead of last year in both areas.

A new attendance policy coming from Humanities arose from English classes, according to Dr. Watterson. It would take effect next Fall. The academic performance policy mirrors what is happening at Kennesaw and West Georgia where it has been working well. (See both proposed

policies attached). Rob Whitaker asked that a statement be added to the policies that withdrawing from class after drop/add will not relieve them from their financial obligation.

The Academic Progress Committee, chaired by Tom McDaniel, has recommended several changes in the academic progress statement as printed in the catalog and elsewhere. It would result in gradation being based on the number of credit hours rather than GPA. Dr. Watterson hopes to take the proposed change to the full faculty meeting in January with a view toward implementation in Fall 09. They are also restricting students in academic peril from enrolling in Maymester and other short semesters. Dr. Pierce would like these changes, if instituted, to be revisited after a year. If the results are not significant in terms of the number of students who are on academic dismissal, he is in favor of reverting to the 1.8 GPA.

Dr. Watterson stated that 440 students went through Early Bird Advising, where they worked with advisors on building an educational plan. The early intervention advising for at-risk students is providing 23 students with tutoring and mentoring in addition to advising. The program will follow up with intensive assessment.

The meeting was adjourned at 10:30 am.

**Meeting of the President's Cabinet
Monday, December 15, 2008
9:00 a.m.
President's Conference Room**

Minutes

Dr. Shade reported that enrollment is up at all locations. John Spranza added that Saturday's orientation session went well with very few no-shows.

Dr. Shade provided a handout that gives information about potential students who are admitted but do not enroll (see attached). Enrollment management staff made 900 phone calls to students to ascertain why they fail to follow through after being admitted. He said the number one reason is lack of financial aid. Quite often, the students start the financial aid application process too late and run out of time to get the necessary documents turned in. They plan to work with high school counselors to get the students to start earlier.

Dr. Watterson spoke about recent communication with the USG regarding dual enrollment and home schooled students. The Board of Regents is attempting to clarify and clean up the language in the policy.

Rob Whitaker said he would send an email regarding closing the Cartersville and Heritage Hall locations for the holiday break. There will be no security on duty, but the security systems will be activated.

Mr. Whitaker stated that the Board of Regents is happy with the plans that we have sent regarding the proposed expansion into Douglas and Paulding counties.

Ken Reaves announced the date of the winter retreat as January 28 at the Winshape Center on the Berry College campus.

The meeting was adjourned at 10:30 am.